

**URBAN  
MUNICIPAL**

CA3 ON HW W26  
A33B  
2000

AGENDAS/MINUTES  
BUSINESS COMMITTEE  
HAMILTON-WENTWORTH  
DISTRICT SCHOOL BOARD  
SEPT. 7, 2000 ...







THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

CAS ON HW W26

A33B

2000

SPECIAL MEETING OF THE  
BUSINESS COMMITTEE

September 7, 2000

URBAN MUNICIPAL

SEP 15 2000

GOVERNMENT DOCUMENTS

8:00 p.m.

A G E N D A

8:00 p.m.

1. Call to Order
2. Approval of Agenda

L. Orban

ACTION ITEM:

3. Update: New School on Templemead Road
4. Transportation Safety Hazard Review Committee Report

D. Grant

D. Grant





#3

Special Business Committee

**The Hamilton-Wentworth District School Board**

**Memo**

Approved for distribution  
by the Director.

Signature:

*M. Matier*

Date:

*Sept 5 / 00*

**To:** Merv Matier, Director of Education and Secretary  
**From:** Don Grant, Superintendent of Business and Treasurer  
**Date:** September 7, 2000  
**Re:** Update: New School on Templemead Road

**Recommended Action:**

Moved by: \_\_\_\_\_

That the report dated September 7, 2000 regarding the new school on Templemead Road be received for information purposes.

**Rationale:**

On June 20, 2000, the Board approved the construction of a new elementary school on the Templemead site and the appointment of Svedas Koyanagi Architects Inc. to provide architectural design and supervision services for the project. The design of the new school was approved by the Board in May 2000 (Appendix A).

A contract has been negotiated with Svedas Koyanagi Architects Inc and work is proceeding on geotechnical considerations and design development of the school building and the site.

**Public Information Meeting**

A public information session is being planned for the Templemead area. Jim Koyanagi, the Board's architect for this project will organize the meeting on our behalf. The public information session has been tentatively set for September 25, 2000 beginning at 7:00 p.m.

**Site Plan Approach**

The site plan concept presented to the Business Committee in May 2000 provided for a residential survey between the municipal park and the proposed school. In consultation with the City this approach has been amended in order to locate the school directly adjacent to the municipal park (see Appendix B attached). It has been the practice of the Board to locate schools directly adjacent to park lands where possible and the amended site plan concept will enhance the property for both school and community purposes. The City is planning to upgrade the soccer pitch that currently straddles Board and park lands.



**Project Schedule**

The schedule for the project has also been revised from the tentative schedule presented in May 2000 (see Appendix C attached). During the course of the summer it has been identified that construction completion of the new school by September 1, 2001 is not possible. Where no complicating circumstances exist, a period of 14 months is just barely sufficient to successfully complete the building of a new elementary school. However, either of the following circumstances would be sufficient to extend the time frame required for the building of Templemead:

- As illustrated on appendix B, the residential survey aspect has added complexity to the project which in turn extends the time frame required.
- The City amalgamation/transition will likely complicate the approval processes regarding site plan approval, building permit, severance and rezoning.

**Day Care**

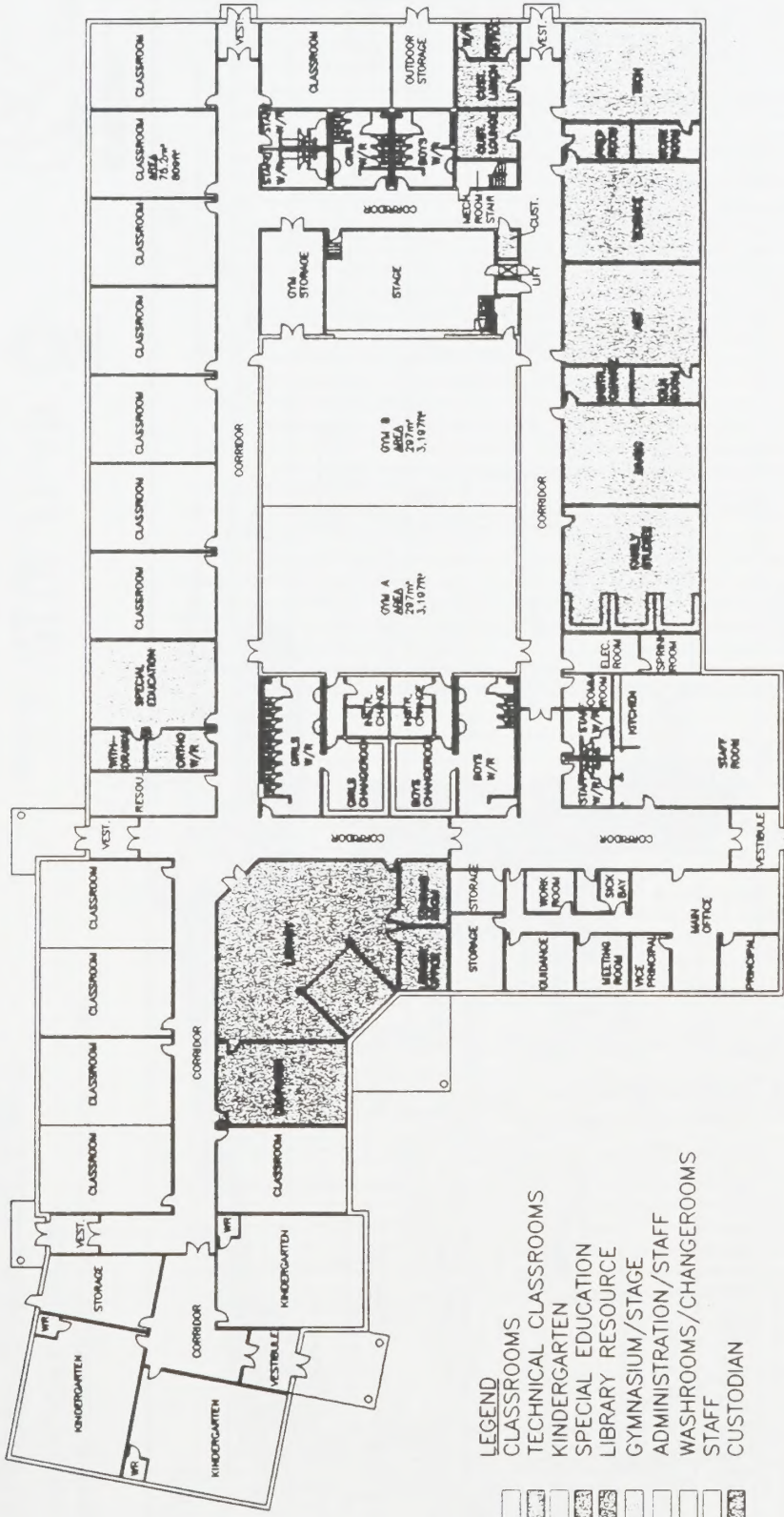
It has been noted that the design approved for the new school does not include provision for a day care. At one time the province stipulated that new schools must include a day care centre. However, this has since been changed and provincial funding for the building of day care centres was discontinued. A new day care centre would typically occupy 3,500 square feet and would cost \$400,000 at least to construct.

Jim Koyanagi of Svedas Koyanagi Architects Inc will also be in attendance at the September 7, 2000 Special Business Committee meeting to respond to trustee questions.



DG/g  
attach.





- LEGEND**
- CLASSROOMS
  - TECHNICAL CLASSROOMS
  - KINDERGARTEN
  - SPECIAL EDUCATION
  - LIBRARY RESOURCE
  - GYMNASIUM/STAGE
  - ADMINISTRATION/STAFF
  - WASHROOMS/CHANGEROOMS
  - STAFF
  - CUSTODIAN

SPACE ALLOCATION

No.	SPACE
13	CLASSROOMS
5	TECHNICAL CLASSROOMS
3	KINDERGARTENS
1	SPECIAL ED./WITHDRAWAL
1	LIBRARY RESOURCE
1	COMPUTER ROOM
1	RESOURCE ROOM
1	ORTHO WASHROOM
2	GYMNASIA

GROUND FLOOR  
SCALE N.T.S.

TOTAL AREA  
5,400m<sup>2</sup>  
58,125ft<sup>2</sup>

# FLOOR PLAN TEMPLEMEAD NEIGHBOURHOOD ELEMENTARY SCHOOL HAMILTON, ONTARIO HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

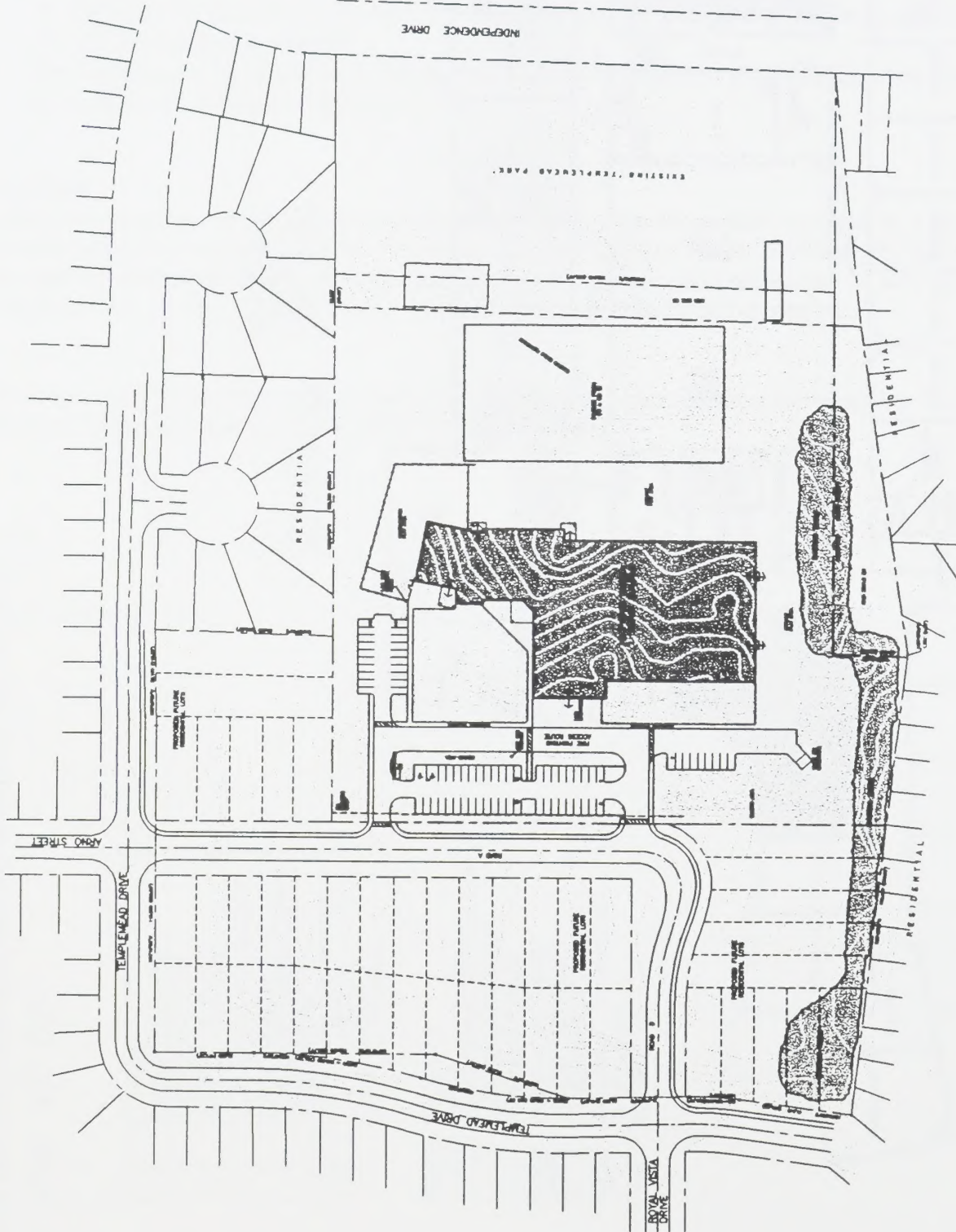
SEPT. 1, 2000



SVEDAS KOVANAGI ARCHITECTS INC.

1315 NORTH SERVICE ROAD UNIT 220, RICHMOND HILL, ONTARIO L4B 1Y2  
TEL: (905) 326-2260 FAX: (905) 326-1412





# PROPOSED SITE PLAN TEMPLEMEAD NEIGHBOURHOOD ELEMENTARY SCHOOL HAMILTON, ONTARIO HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

SITE PLAN  
 SCALE N.T.S.



SEPT. 1, 2000



SVEDAS  
 KOVANAGI  
 ARCHITECTS INC.

3315 NORTH SERVICE ROAD BOX 220, BURLINGTON, ONTARIO L7R 3T2  
 TEL: (905) 336-2500 FAX: (905) 336-1414

## BUILDING CLASSIFICATION

O.B.C. GROUP A, DIVISION 2  
 1 STOREY  
 SPRINKLERED, SUPERVISED  
 FACING 1 STREET  
 REFERENCE 3.2.2.22

## ZONING INFORMATION

ZONING A.A. AGRICULTURAL  
 FRONT YARD 12.0m  
 REAR YARD 10.5m  
 SIDE YARD 4.5m  
 MAXIMUM BUILDING HEIGHT ALLOWED 4.3m (TYPICAL)  
 BUILDING HEIGHT 6.0m (MAXIMUM)

## SITE STATISTICS

TOTAL LOT AREA 6.7 ha (16.5 acres)  
 PROPOSED SEWERAGE 2.93 ha (7.24 acres)  
 SCHOOL SITE 3.77 ha (9.31 acres)  
 LOT FRONTAGE 127.2m ±  
 PROPOSED GROSS FLOOR AREA 0.488m² (06,074 S.F.)  
 BUILDING COVERAGE 5,488m² (8.2%)  
 LANDSCAPED AREA  
 PARKING CALCULATIONS 23 CLASSROOMS x 1.26 SPACES = 29  
 PARKING SPACES REQUIRED 29  
 PARKING SPACES PROVIDED 72  
 PARKING SPACE SIZE 2.70x6.0  
 DESIGNATED PARKING SPACES PROVIDED 2  
 DESIGNATED PARKING SPACE SIZE 3.70x6.0

(45 HOUSING LOTS)



# PROPOSED SCHEDULE

## TEMPLEMEAD NEIGHBOURHOOD ELEMENTARY SCHOOL

HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

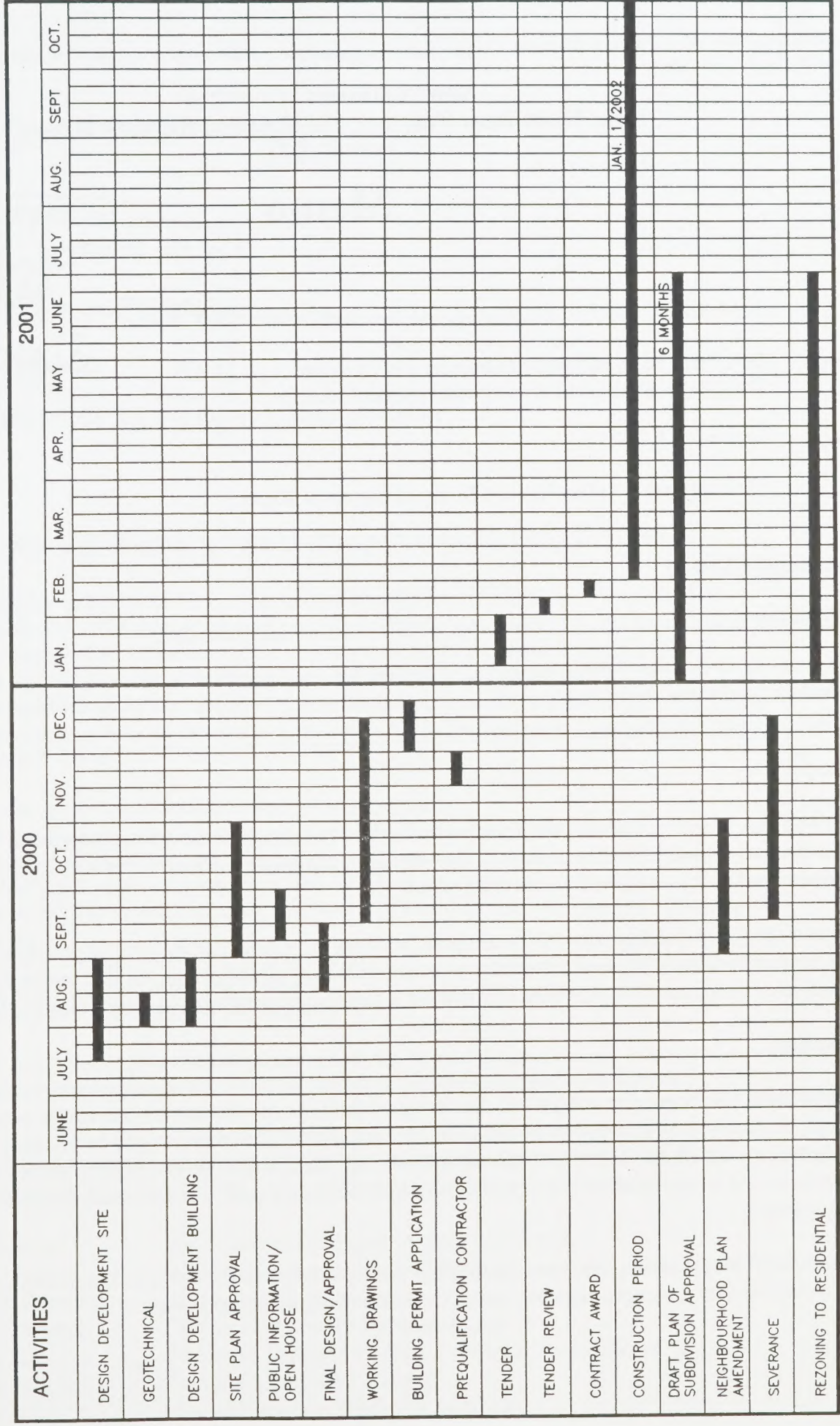
(REVISED JULY 17, 2000)  
PROJECT: 100810

SEPT. 1, 2000



SVADAS  
KOVANAGI  
ARCHITECTS INC.

2115 NORTH SERVICE RD. BOX 220, BURLINGTON, ONTARIO L7R 3T2  
TEL: (905) 335-2360 FAX: (905) 335-1414





# 4

September 7, 2000

Page 1

Special Business Committee  
The Hamilton-Wentworth District School Board

## Memo

Approved for distribution  
by the Director.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**To:** Merv Matier, Director of Education and Secretary  
**From:** Don Grant Superintendent of Business and Treasurer  
Daryl Sage, Manager of Accommodation and Planning

**Date:** September 7, 2000

**Re:** Transportation Safety Hazard Review Committee Report

### Recommended Action:

Moved by: \_\_\_\_\_

That the report from the Transportation Safety Hazard Review Committee be received and that the recommendations contained within the report be approved.

### Rationale:

Resulting from Board resolution, the Transportation Safety Hazard Review Committee was convened to address the mandate set before it. This committee, having deliberated on the issues of hazard, came to consensus as to the recommendations contained within their report.

The committee membership needs to be congratulated on the way it carried out its mandate. This representative community based committee was committed to all the principles laid out before it, but most of all was dedicated to the need to expeditiously resolve a significant challenge in a community sensitive way.

### Implication

Administration has begun the analysis of the impact should the recommended criteria be adopted by the Board. Although the analysis is incomplete at this time, it is anticipated that there would be no more than a 2% increase (i.e. 3 buses) on the Boards' large vehicle compliment for the 2000/01 school year. This also takes into consideration the conditional temporary suspension of the empty seat rule the Board adopted at its August 17, 2000 meeting.

It is anticipated that students who become eligible for the transportation services based on the recommended action would be able to access vehicles within days following board approval.

*[Handwritten signature]*



## Memo

**To:** Business Committee

**From:** Transportation Safety Hazard Review Committee

**Date:** September 7, 2000

**Re:** Transportation Safety Hazard Review Committee Report

### Introduction:

The Board approved the following resolution at a special meeting of the Board on August 17, 2000:

- That a transportation safety hazard review committee be established with the following mandate:*
  - *develop criteria for the assessment of requests relating to hazards as identified by the community within the defined walking distance of the transportation policy and make recommendations to Board.*
  - *assess all identified hazards on file based on approved criteria and make recommendations to Board.*
  - *present recommendations from the committee to Board on a regular basis with the first interim report scheduled for September 7, 2000.*

*The transportation safety hazard review committee shall consist of:*

*two School Council representatives, one each from the rural and urban areas*  
*two Home and School Association representatives, one each from the rural and urban areas*  
*two school community representatives, one each from the rural and urban areas*  
*two municipal representatives, one from the City of Hamilton and one from one of the other 5 municipalities*  
*two trustees, one each from the City and County*  
*Manager of Accommodation and Planning*  
*a representative from Business Management 2000*

*This committee is to meet as frequently as necessary, during regular business hours; in order to expeditiously review and make recommendations for Board approval, on current identified safety hazards.*

To fulfill the Board mandate, representatives were contacted through the Office of the Director and a meeting convened on August 23, 2000. The following members were in attendance:

Dale Brown	Earl Kitchener Elementary School Council
Nancy Katz	Highland Secondary School Council
Norma Dymond	Home School Association
Gary Osmond	County Community Representative
Laura Babcock	Executive Director for Safe Communities Coalition
David Mitchell	Regional Councillor-County
Diane Buist	City of Hamilton Traffic Department



Tanya McKenna	City of Stoney Creek Traffic Department
Wes Hicks	Trustee
Bruce Wallace	Trustee
Daryl Sage	Manager of Accommodation and Planning (Chair)
Arlene Young	Business Management 2000
Rob Rodgers	Lawyer- Evans Philp (invited quest speaker only)

### Committee Process

The Transportation Safety Hazard Review Committee was initially introduced to background information leading from pre amalgamation to post amalgamation. Components of this discussion addressed one theme relating to school board funding. Specifically, prior to 1998, school boards had the ability to assess all demands on the local educational system through the development of an expenditure budget. Expenditure priorities were established through extensive trustee debate then rationalized through the setting of a municipal tax levy. A school boards ability to establish an educational mill rate provided the opportunity to focus on and support localized needs or unique circumstances. As a result, schools, communities, students including transportation issues could be considered even though particular circumstances may have been outside of mandated Ministry requirements.

Following the introduction of Bill 104, amalgamation of school boards, the former Wentworth County and Hamilton boards' of education were consolidated into the Hamilton Wentworth District School Board. This new education structure was also provided with a new education funding model. The funding model removed a school boards' ability to raise local funds through taxation. Instead, school boards became completely reliant on revenues from the Province. The Provincial standardization of funding effectively diminished a board's ability to resource and address local jurisdictional concerns.

Relating the above to student transportation, amalgamation of the former county and city boards demanded that a new transportation policy be developed so that transportation services could be delivered on a consistent and equitable basis across the entire region. To this end, in the spring of 1999 the Board established a Transportation Committee stemming out of its' Property Transition committee. Until such time that the committee completed its work and the Board adopted a new policy it was agreed that former policies, procedures and approvals were to remain relatively uninterrupted. This translated into the continuity of unique transportation arrangements from pre amalgamation throughout the 1999-2000 school year.

The Transportation Committee presented its working paper on the new transportation policy to the Board in September of 1999. This draft policy was subsequently put through rigorous scrutiny and amending exercises leading to the final adoption of the policy by trustees in June 2000 effective for September 2000. During the implementation process throughout the summer, a great deal of community concern focussed on the issue of student safety between the home and school. These safety situations arose since former Board approvals effectively were terminated under the new policy. The Board, through resolutions constituted the Transportation Safety Hazard Review Committee to review these identified community concerns.

On August 23, 2000 the Transportation Safety Hazard Review Committee having been provided with the above background information was then addressed by Mr. Rob Rodgers of the firm Evans Philp. Mr. Rodgers focussed primarily on issues of responsibility and legal liability. The challenge put forth to the Committee from Mr. Rodgers was, in the event of developing criteria associated with the committee



mandate, create an outcome that is clear, measurable, objective, practical and realistic. Caution was expressed regarding uneven application resulting from criteria that maybe too arbitrary. Following an inservice process Committee members broke into working groups identifying both hazard and non-hazard situations. Culminating from this exercise three types of safety hazard themes were identified, traffic, environment and social. The traffic theme, by far was the greatest focus of attention, which concentrated on vehicular speed, volume and type over roadways of varying degrees of design. Appendix A outlines a committee members presentation in this regard. Environmental issues related to seasonal climatic conditions, treed or wood lot areas, commercial and industrial areas, waterways and air quality were considered. Social issues were also discussed, relating to how indirect circumstances as identified by parents give rise to safety concerns e.g. parent has no access to a vehicle, personal finances, single parent, limiting physical conditions relating to medical.

The Board owes a duty of care to students from the point which they board a "contracted" vehicle and/or at the time a student enters upon school property. Parents have the primary duty of care up to the point of which students enter a "contracted" vehicle, and/or up to the time they enter school property.

Approximately 45,000 or 75% of Hamilton-Wentworth District School Board students are not eligible for transportation services. These students, arriving at schools daily, may encounter a number of challenges along their routes. As well, all 60,000 students must face these same challenges/obstacles after school hours, on weekends, and holiday periods, including the summer months. Children's awareness to these and all hazards is essential in order to minimize risk exposures during any day. Of the students eligible for transportation service, a number of students on a regular basis find alternative means to arrive at school so that their personal schedules and interests are adequately accommodated, i.e., extra-curricular activities, clubs, work schedules, sporting activities, music, etc.

The Transportation Safety Hazard Review Committee, following thorough review of all the identified issues, came to consensus that in areas outside of the defined urban boundary, as referenced within the approved Board Policy, roadways identified as significant arterial roads and or highways that exist between a students home and designated school should be deemed eligible for transportation services. The conditions attached to this statement were that the highway has no municipally defined pedestrian walkway along the roadway and that eligibility will also be considered whereby these roadways need to be directly crossed and there is no presence or assistance of traffic signals or crossing guard. Appendix B identifies those roadways deemed by the committee to require further review by administration. The committee, in making its decision on urban vs non urban areas did so following the assessment of when i.e. a city street becomes a significant arterial road e.g. Main St. in Hamilton which is Hwy 8 becomes a "highway" once past Fruitland Road.

The Transportation Safety Hazard Review committee discussed at length a number of other potential hazards including specific situations and scenarios brought forward by committee members and issues raised by parents/guardians in communities over the summer. Although these and other hazards were discussed, the degree of hazard imposed did not fully convince members that transportation service was warranted.

To this end, hazards that are being identified by parents, such as:

- no sidewalks
- traffic speed
- no posted school signage
- no flashing "caution" lights for school zones



- no cross walks
- no crossing guards
- no railroad crossing controls
- construction

...are not a part of a school board's education based mandate and can not be permanently resolved by the school board. Recently, there is evidence within the region that issues as represented above are being discussed by municipal councils with financial implications being considered through their budget processes, i.e., new sidewalks in Waterdown.

The Transportation Safety Hazard Review Committee, during its' assessment of a number of circumstances, observed that greater awareness of the community hazard issues by the municipalities could be enhanced if the school board would establish a forum to share these concerns. By opening greater communications, municipalities would be in a better position to assess the need for additional supports or infrastructure i.e., signage, crossing guards, painting lines, buttons to operate and control the timing of walking signals etc.

Through the committee's efforts and assessment of circumstance, the committee concluded its' findings with two recommendations. The nature of these recommendations are such that it was not necessary for the committee to review every identified hazard on file. The design of the recommendations permit the merits of each request to be measured against the committee criteria. Given the stated recommendations, the committee believes that it has fulfilled the mandate as established by the Board. A draft copy of this report was forwarded to all committee members providing an opportunity to vet its contents. Members provided excellent feedback which was incorporated into the committee's final report and a revised draft reissued on September 1, 2000.

#### **Recommendations:**

1. That clause 1, of the Transportation Policy. Eligibility for Regular Home-to-School Transportation Service be amended to include clause 1c as follows:

Students who reside outside of the developed urban areas and within the defined walking distance will be eligible for transportation services based on the following criteria:

- there is significant arterial roadway, (highway), situated between the students residence and their designated school
- this roadway has no municipally defined pedestrian walkway
- whereby this roadway is required to be directly crossed to attend the Board designated school but there are no traffic control lights or crossing guard to assist with the crossing.

2. That clause 4 of the Transportation Policy be removed and replaced with the following:

Safety issues are the joint responsibility of communities, municipalities, policing authorities and parents. Parents owe the primary duty of care for the safe arrival and return of their children to and from school. In recognizing that the safety of children is a joint community responsibility, Board administration will catalogue identified issues and forward the related concerns to:

- the appropriate municipality within the Hamilton Wentworth region
- Hamilton Street Railway



- the appropriate policing authorities
- school principals in order to bring students attention to the issue
- other related agencies that may be of assistance.

In addition Board Administration will

- support parents pursuits to the responsible authorities when addressing their identified safety concerns
- pursue with the new City of Hamilton representation on their respective transportation/safety committees
- work as required with school principals and school councils to develop programs that may assist students' safety when coming to school or going home i.e. street proofing, kidestrian policy, block parents and neighbourhood watch partnership within their community



## Appendix B

### Committee Identified Significant Arterial Roadways Outside of the Defined Urban Areas

Hwy 56	Hannon
Hwy 53	Ancaster, Hamilton
Hwy 6	Mount Hope, Flamborough
Hwy 20	Stoney Creek, Hannon
Hwy 5	Flamborough
Hwy 8	Flamborough, Stoney Creek
Hwy 99	Dundas, Flamborough
Hwy 52	Flamborough, Ancaster

Although not specified the above list and stated resolution would also include significant rural roadways such as:

White church Road	Binbrook
Garner Road	Ancaster
Brock Road	Flamborough
Centre Road	Flamborough



## Appendix A

Table of Least Hazard to Most Hazard

1. Minor Collector	A paved public road in a residential area, sidewalk and a posted speed limit of no greater than 50 km.
2. Minor Collector	A paved public road in a residential area, sodded ditch and a posted speed limit of no greater than 50 km.
3. Collector	A paved public road in a residential area, a sidewalk, crossing guard and a posted speed limit of no greater than 50 km.
4. Collector	A paved public road in a residential area, a sidewalk, and a posted speed limit of no greater than 50 km.
5. Collector	A paved public road in a combined commercial/residential area, a sidewalk, crossing guard, traffic lights and a posted speed limit of no greater than 50 km.
6. Collector	A paved public road in a combined commercial/residential area, a sidewalk and a posted speed limit of no greater than 50 km.
7. Arterial	A paved public road in a residential area, a sidewalk, crossing guard, traffic lights and a posted speed limit of no greater than 50 km.
8. Arterial	A paved public road in a residential area, a sidewalk, crossing guard, traffic lights and a posted speed limit of no greater than 50 km.
9. Arterial	A paved public road in a residential/commercial area, a sidewalk, traffic lights and a posted speed limit of no greater than 50 km.
10. Major Arterial	A paved public road in a residential area, a sidewalk, traffic lights and a posted speed limit of no greater than 50 km.
11. Collector	A paved public road in a commercial area, a sidewalk and a posted speed limit of no greater than 50 km.
12. Arterial	A paved public road in a commercial/industrial area, a sidewalk, crossing guard, traffic lights and a posted speed limit of no greater than 50 km.
13. Arterial	A paved public road in a commercial/industrial area, a sidewalk, traffic lights and a posted speed limit of no greater than 50 km.
14. Collector	A paved public road in an industrial area, a sidewalk and a posted speed limit of no greater than 50 km.
15. Arterial	A paved public road in an industrial area, a sidewalk, crossing guard, traffic lights and a posted speed limit of no greater than 50 km.
16. Arterial	A paved public road in an industrial area, a sidewalk, traffic lights and a posted speed limit of no greater than 50 km.
17. Collector	A paved public road in a residential area, traffic lights and a posted speed limit of greater than 50 km.
18. Collector	A paved public road in a residential area and a posted speed limit of greater than 50 km.
19. Collector	A paved public road through rural area with a posted speed limit of 50 km or greater.
20. Arterial:	A paved public road through rural area with a posted speed limit of 50 km or greater.
21. Major Arterial	A paved public road through rural area with a posted speed limit of 50 km or greater.







CAB ON HW W26

A33B

2000

**THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD**

**BUSINESS COMMITTEE**  
**Thursday, September 14, 2000**

**7:00 p.m.**

**A G E N D A**

**7:00 p.m.**

1. Call to Order
2. Approval of Minutes of June 8, 20 and July 24, 2000
3. Business Arising from the Minutes
4. Approval of Agenda

L. Orban

**ACTION ITEMS:**

5. Ontario Public School Boards' Association – 2000/2001 Membership Fees
6. New Travel Rate
7. Update: Riverdale Community Recreation Centre
8. Verbal Update: Allan A. Greenleaf Elementary School
9. Verbal Update: Transportation
10. Request for Liquor License – Westdale Secondary School

D. Grant  
D. Grant  
D. Grant  
K. Bain  
D. Grant  
J. Wibberley

**CORRESPONDENCE:**

11. Resolution from Near North District School Board
12. Village Treehouse re Transportation Policy
13. York Catholic District School Board re Opposition to Salary Increase to MPPs

**DISTRIBUTION:**

Nil.

**Public Questions for Clarification**

**Future Meetings:**

Board	September 21, 2000	8:00 p.m.
Special Education Advisory Committee	September 27, 2000	7:00 p.m.
Education Committee	October 5, 2000	7:00 p.m.
Business Committee	October 12, 2000	7:00 p.m.
Board	October 19, 2000	8:00 p.m.
Special Education Advisory Committee	October 25, 2000	7:00 p.m.





## MINUTES OF THE BUSINESS COMMITTEE

June 8, 2000

Those present: Lillian Orban (Chair), Wes Hicks, Ray Mulholland, Laura Peddle, Judith Bishop, Bruce Wallace (arrived 7:30 p.m.) and Reg Woodworth.

Regrets: Heather Bullock, Janice Dewar, Eleanor Johnstone and Joseph Rogers.

In attendance: M. Matier (Director of Education and Secretary), D. Grant (Superintendent of Business and Treasurer), C. Reid (Superintendent of Education – City West), M. Botting (Superintendent of Instructional Services), N. Campbell (Superintendent of Education – Mountain West), K. Croxall (Superintendent of Education – County East), A. Cupido (Superintendent of Plant Services), W. Joudrie (Superintendent of Education – City East) and K. Waters (Superintendent of Education – Secondary West).

Also in attendance:

D. Sage, Manager of Accommodation and Planning

L. Veerman, Manager of Budget

The Chair called the meeting to order at 7:04 p.m.

### 2. Approval of Minutes of May 11, 2000

It was moved by W. Hicks : That the minutes of May 11, 2000 be approved.

**CARRIED.**

### 3. Business Arising from the Minutes

Nil.

### 4. Approval of Agenda

Added item:

12a). Dr. Harry Paikin Library – J. Bishop

It was moved by L. Peddle: That the agenda be approved as amended.

**CARRIED.**

R. Woodworth advised members that B. Wallace would arrive at approximately 7:30 p.m.

Noting he was sorry M. Teng was not available this evening, R. Woodworth advised the members that Michael Teng was nominated for and received the Jack Ramsay award. This is a prestigious award that is difficult to receive and he wanted to offer congratulations.

At this time L. Orban expressed her appreciation to the Director for the manner in which he addressed the public at the Potential School Closure meeting. She thanked him for making people feel comfortable and offering informed data with respect to this emotional issue.





**ACTION ITEMS:****5. 1999/2000 Financial Report – March 31, 2000**

D. Grant called upon L. Veerman to present the report who highlighted the following points:

- It was anticipated that retirement gratuities would lead to a deficit; however, this will be offset with a savings in the salary lines.
- The approval by trustees re the Sun Life mutualization has resulted in additional revenue.

Responding to a question as to whether the projected deficit is based on original revenues from June 1999, L. Veerman responded there were a few minor adjustments, including hiring of additional teachers in November 1999; however, there were no additional funding announcements from the Ministry.

L. Veerman noted that the OMERS clawback will impact on the 2000/2001 budget.

In response to a query about visa students, M. Matier stated there are some visa students in our system. He added that the Board is not pursuing visa students and there would be no reason why the number of those students would be up or down.

L. Orban pointed out some staff are concerned about the cessation of retirement gratuities and asked if this could happen. D. Grant responded that there has been no direction to change the current method of retirement gratuities.

[B. Wallace arrived 7:30 p.m.]

**It was moved by L. Peddle: That the 1999/2000 Financial Report – March 31, 2000 be received for information.**

**CARRIED.**

**6. Building Renewal Plan for 2000/2001 – Year Two**

A. Cupido reviewed the report. He stated that further to last year's plan they are continuing to update the database as it relates to capital means. The most considerable item to address was the school accommodation.

R. Mulholland assumed the Chair.

L. Orban asked is there would be an opportunity of a new roof for Norwood Park. A. Cupido responded that last year a roof inventory was done. He noted he did not have a copy of the report for Norwood Park; however, he would add this to the list.

L. Orban resumed the Chair.

**(a) It was moved by W. Hicks: That Year Two of the Building Renewal Program, listed in Appendix 1, be accepted for implementation commencing September 1, 2000.**

**CARRIED.**





(b) It was moved by W. Hicks: That the Superintendent of Plant Services be authorized to proceed with selected projects listed on Appendix II prior to September 1, 2000. Costs incurred in 1999/2000 to be funded on a temporary basis from working reserves.  
**CARRIED.**

**7. Comprehensive Energy and Water Reduction Program – Detailed Plan for Basket Four**

In presenting the report, A. Cupido highlighted the following points:

- In reviewing the financing arrangements, the most significant difference is that for basket four the Board now has sufficient staff and resources to do the bulk of this phase themselves which saves the board considerable amount of money.
- Basket four tries to incorporate some of the outstanding renewal for windows that were identified over the last few years.

It was moved by R. Woodworth: That the Board authorize the Superintendent of Plant Services to implement Basket Four of the Comprehensive Energy and Water Reduction Program in accordance with the Basket Four Cost and Savings Summary and the Consolidated Cost and Savings Summary (Appendix A).  
**CARRIED.**

The Chair thanked A. Cupido for an excellent report.

**8. Tender Results: Westdale Secondary School Renovations**

A. Cupido noted he had been working with the Westdale School Community on major renewal issues. The urgent issue is window replacement due to the higher than normal size and square footage of window space. He added there is a sufficient budget to handle this renovation with a local contractor to be awarded the contract.

It was moved by J. Bishop: That the Westdale Secondary School Renovation project be awarded to the low bidder Harm Schilthuis and Sons Limited in the amount of \$2,734,920.00 (including GST).  
**CARRIED.**

L. Peddle suggested it may be worth looking into whether or not Westdale qualifies for any savings due to the age of the building. A. Cupido agreed; however, noted his reluctance as it may provide some restrictions and end up costing more money.

**9. Red Hill/Bagshaw Name Change**

W. Joudrie presented the report. He indicated the consolidation between Red Hill and Elizabeth Bagshaw has been very smooth and a natural part of this is to rename the school. Noting there had been no negative response to renaming the school by the School Council or parents, W. Joudrie felt it was due process that the Board approve the school's name change.

It was moved by R. Woodworth: That the Red Hill Bagshaw School be renamed Elizabeth Bagshaw School effective September, 2000.  
**CARRIED.**

The Chair pointed out this is an excellent example of how smoothly consolidation can work.





**10. School Surplus (Deficit) Carryover**

D. Grant advised members that a request to carry over the surplus from an allotted budget must be brought forward to committee for approval. He added there are a few schools making application for this year.

**It was moved by B. Wallace: That the requests for school budget surplus carry forward into the 2000-2001 school year be approved.**

B. Wallace asked if Executive Council agreed with this process. D. Grant responded that they do.

L. Peddle expressed concern at the rationale of what this extra money is being used for.

K. Waters responded that this was the practice of the former County Board, which enabled schools to set money aside for computers or things that were in excess of the one year budget without too much of a restriction.

L. Peddle expressed concern that schools don't seem to have the money they need for purchasing important materials such as textbooks.

K. Croxall stated that with respect to textbooks there is a new curriculum and publishers are just starting to come out with materials that are anticipated for September/October 2000.

To the motion, **CARRIED.**

**11. Transportation Policy**

L. Orban pointed out trustees have spent many hours of debate over the transportation policy. She noted the priority is the safety of students while at the same time being financially responsible.

B. Wallace suggested the recommended action be divided into two parts 1) the draft policy itself and 2) the implementation date of the policy. Members agreed.

**It was moved by B. Wallace: That the Transportation Policy dated June 8, 2000 be approved.**

J. Bishop suggested going back to transporting students based on the type of school, for example, middle school, as there are fifteen middle schools with siblings who will also be transported. She wondered how this would impact the policy.

D. Sage responded that there could be a different routing pattern and pick up times may differ; however, the number of vehicles shouldn't change.

**It was moved in amendment by J. Bishop: That the walking distance for middle schools configured grades 6 to 8 be 2.4 km.**

W. Hicks noted his difficulty with Board designated schools; however, he believed this didn't belong in the initial part of the policy. He added trustees should still look at inequities that exist in their areas that would be dealt with independent of the transportation policy itself.





B. Wallace stated he liked the simplicity of the walking distance being distinguished between grades 1-6 and 7-8. He added if the Board was going to start changing the policy there would be more issues to deal with.

J. Bishop asked how many students would be impacted by this amendment. D. Grant clarified that the March 9, 2000 Transportation Policy estimated that there were 1,850 students who would no longer be receiving transportation. The impact of changing the walking distance for all grade six students would see a different set of students being added to the busses. Without the amended motion there would be approximately 300-400 grade six students not receiving transportation.

To the amendment, **CARRIED**, 5 in-favour, 1 opposed.

To the motion, as amended, **CARRIED**, 5 in-favour, 1 opposed.

J. Bishop asked if it was still possible to implement the policy for September 1, 2000. D. Sage responded that if the policy were to be approved by the Board on June 20, 2000, all 60,000 students would then be filtered through the policy guidelines. Transportation routes would need to be designed and tested and then notices issued and sent out to parents. He stated the policy could be implemented for September 1, 2000; however, communication received would be close to the beginning of the school year.

J. Bishop asked if a notice could be sent to those parents of students who currently receive transportation to offer some warning that implications of the new Transportation Policy may mean they may no longer receive transportation. D. Sage responded that such correspondence could be drafted and sent out.

It was moved by J. Bishop: That the implementation date for the Transportation Policy be September 1, 2000.

Speaking in support of the motion, W. Hicks stated he supported implementing the policy sooner rather than later especially not during the bad weather.

B. Wallace, speaking against the motion, emphasized the difficulties the public would be facing. He felt the Board would be treating the public with a lack of respect in order to save money. He pointed out that more students in the county are transported than those students in the city.

M. Matier responded to a question as to whether or not our Board is working with the coterminous board. He stated that he has met with the Director of the Catholic School Board and if a consortium was in place, and a manager hired, this would be attainable for September 1, 2001.

R. Woodworth expressed concern that in west Flamborough the number of busses will be reduced to six. He added the county will have many more phone calls opposing this policy especially with an implementation date of September 1, 2000. This issue is extremely sensitive and giving notice in August of a change in transportation for September 1, 2000 would be disrespectful to those families.

L. Peddle stated she felt this is more of a communication issue than the policy itself or the implementation date. She felt the transportation department should consider a personal mailing to each family in June to notify them well in advance of the new policy. She added whenever the policy is implemented there will be concerns from the public.





D. Sage responded that the communication strategy that would go out right away would be a copy of the policy itself. The impact of the policy won't be known until the students have been filtered through the policy guidelines and the routes designed which would be the end of August.

J. Bishop emphasized that whatever date is decided this will be difficult for the public; however, to implement the policy in January, 2001 would be the worst possible time of year due to the weather.

**It was moved by W. Hicks: That the question be called.  
CARRIED.**

To the motion, LOST, 3 in-favour, 3 opposed.

It was moved by B. Wallace: That the Transportation Policy be implemented September 1, 2001.  
B. Wallace then withdrew his motion.

It was moved by R. Woodworth: That the Transportation Policy be implemented January 1, 2001.

Speaking to the motion, R. Woodworth noted he didn't like the date; however, at least it would give the public a chance to get used to the new policy. He emphasized the need for good public relations when dealing with this issue.

Several trustees spoke against the motion stating the time of year would be difficult.

Responding to a question as to how the cost savings occur, D. Sage stated the savings would be generated through a reduction of vehicles.

L. Orban pointed out the cost to the Board if the transportation policy is not implemented until January 1, 2001, would be approximately \$360,000.

B. Wallace noted there are still too many unanswered questions. For example where are we with respect to working with coterminous boards and also special education transportation.

**It was moved by W. Hicks: That the question be called.  
CARRIED.**

To the motion, LOST, 2 in favour, 4 opposed.

It was moved by R. Woodworth: That the Transportation Policy be implemented March 19, 2001.

R. Woodworth expressed concern that the Business Committee was abdicating its responsibility if it was going to put the decision to the Board again rather than putting forward a recommendation.

**It was moved by W. Hicks: That the question be called.  
CARRIED.**

To the motion, LOST, 3 in-favour, 3 opposed.

It was moved by B. Wallace: That the Transportation Policy be implemented September 1, 2001.



LOST, 2 in-favour, 4 opposed.

**12. May 25/00 Board Referral: Letter from Richard MacKinnon re Youth News Network**

**It was moved by J. Bishop: That the Hamilton-Wentworth District School Board not support the Youth News Network in its schools.**

**CARRIED.**

**12.a) Dr. Harry Paikin Library**

Referring to the collection of books and magazines in the Dr. H. Paikin Library, J. Bishop stated she was aware the collection was being disbursed.

W. Joudrie responded this process is a result of the decision made at the transition committee meetings. The schools and other clients rated library automation as the top priority. He added there is very little activity from day to day in the library itself; however, after hearing trustee comments and concerns he will ask that a hold be put on the distribution of these materials.

J. Bishop asked if there is still a books and materials budget for each Superintendent's office. D. Grant responded that there is; however, it is a very small amount.

Recognizing that the Dr. Harry Paikin Library has not been a priority for this Board for several years and there has been difficulty due to staff illness and a cutback in hours, J. Bishop felt that abandoning the materials in the library was not right. She added she feels the Board needs to have a commitment to think of other ways to use these resources before a decision is made to close the library.

J. Bishop hoped that a report linking the Dr. Harry Paikin Library in a creative as to how it might be used in terms of the Board's future direction could be brought forward to the Board in the Fall of 2000.

W. Joudrie stated that the move in terms of the distribution of these materials is consistent with that future vision. This revolves around having an electronic media and was promoted as part of the Information Technology plan.

**CORRESPONDENCE:**

**13. Peter Dunn, The City of Hamilton re Regional Municipality of Hamilton-Wentworth Long Term Waste Management Master Plan**

**It was moved by B. Wallace: That the letter from The City of Hamilton re Regional Municipality of Hamilton-Wentworth Long Term Waste Management Master Plan be referred to Superintendent Cupido for response.**

**CARRIED.**

**14. Veronica Brierley, Principal, Lynden Public School re school budget concerns**

**It was moved by R. Woodworth: That the letter from Veronica Brierley, Lynden Public school re budget concerns be referred to administration.**

**CARRIED.**





15. John Macri, Chairperson, Windsor-Essex Catholic District Board re allocation of \$50 million for Health and Safety

It was moved by B. Wallace: That the letter from John Macri, Chairperson, Windsor-Essex Catholic District Board re allocation of \$50 million for Health and Safety be received for information and filed.

CARRIED.

It was moved by B. Wallace: That the Business Committee move to the In-Camera session at 9:12 p.m.

CARRIED.

kc





**MINUTES OF THE SPECIAL MEETING**  
**OF THE BUSINESS COMMITTEE**  
**JUNE 20, 2000**

Those present: Lillian Orban (Chair), Judith Bishop, Heather Bullock, Janice Dewar, Wes Hicks, Eleanor Johnstone, Ray Mulholland, Laura Peddle, Joseph Rogers, Bruce Wallace and Reg Woodworth.

In attendance: M. Matier (Director of Education and Secretary), D. Grant (Superintendent of Business and Treasurer), K. Bain (Superintendent of Education – County West), E. Bond (Superintendent of Education – Secondary East), M. Botting (Superintendent of Instructional Services), N. Campbell (Superintendent of Education – Mountain West), K. Croxall (Superintendent of Education – County East), A. Cupido (Superintendent of Plant Services), W. Joudrie (Superintendent of Education – City East), C. Reid (Superintendent of Education – City West) and K. Waters (Superintendent of Education – Secondary West).

Also in attendance:

D. Sage, Manager of Accommodation and Planning

D. O'Connor, Manager of Building Renewal and Construction

L. Orban called the meeting to order at 6:10 p.m.

**2. Approval of Agenda**

The Chair drew attention to the following added items to the agenda:

4. Educational Assistants Allocation
5. Elementary Vice-Principal Staffing
6. Co-ordination of School Bell Times

**It was moved by L. Peddle: That the agenda be approved, as amended.  
CARRIED.**

**ACTION ITEMS:**

**3. Hill Park Secondary School/Green Acres Elementary School -- Partial Roof Replacement**

A. Cupido presented the report.

D. O'Connor, Manager of Building Renewal and Construction, clarified for W. Hicks that the final review of the roofing expenditures required for Green Acres School reflected higher cost figures than the budgeted amount, noting that all existing skylights need to be demolished.

**It was moved by H. Bullock:**

**(a) That the tender submitted by STF Construction Ltd. (Hamilton, Ontario) be accepted and that a contract be awarded to this firm to complete the Hill Park Secondary School – Partial Roof Replacement for the amount of \$184,349.00 (including GST).**

**(b) It was moved by H. Bullock: That the tender submitted by Lancing Construction, a division of 651272 Ontario Inc., be accepted and that a contract be awarded to this firm to complete the Green Acres Elementary School – Partial Roof Replacement for the amount of \$180,947.00 (including GST).**

**CARRIED, 1 ABSTENTION.**



R. Mulholland asked to be recorded as having abstained from voting.

#### **4. Educational Assistants**

D. Grant reviewed the report, noting the recommended action will not affect the educational assistants (EAs) for the Writing to Read program. He added that the 390.5 (number of EAs) should be changed to read "**391.5**".

**It was moved by J. Bishop: That the Board approve an increase in the number of special education educational assistants from 350.0 to 391.5 in the 2000/2001 budget to be funded from a reduction in the number of learning opportunities educational assistants from 30.0 to 10.5, a \$250,000 reduction in Occasional Teacher budget, a \$150,000 reduction in Classroom Supplies and Textbooks budget, a reduction of \$150,000 in the Educational Assistance Temporary Assistance budget and a reduction of \$50,000 in the Staff Development budget; and that the 19.5 learning opportunity educational assistants be re-established to the extent possible pending additional funding as a result of the ISA 2 and ISA 3 process.**

D. Grant clarified for the members that additional funding resulting from the ISA 2 and 3 process will be used to re-establish the 19.5 learning opportunity EAs and possibly the other lines in the budget affected by the recommendation.

M. Botting assured members that efforts will be exerted in responding appropriately to EAs allocation requests throughout the system and supporting the original allocation done by the EA Allocation Committee.

Responding to W. Hicks' query, D. Grant said he did not anticipate that the recommended action would impact the Ministry's decision on our board's ISA claims.

In reaction to L. Peddle's question, the Director confirmed continuing on with the criteria for the early learning opportunities. He was hopeful the anticipated ISA funds could cover this issue.

B. Wallace called the question and it was **CARRIED**.

To the motion, **CARRIED UNANIMOUSLY**.

#### **5. Elementary Vice-Principal Staffing**

D. Grant presented the report.

**It was moved by J. Bishop: That the Board increase the number of Elementary Vice-Principal positions by 2.0 FTE to a total of 32.0 FTE positions effective September 1, 2000 to be allocated by administration.**

K. Bain indicated that no decision has been made to date as to which specific school(s) the 2.0 FTE positions will be allocated. He expressed his intent to consider recent staffing issues/concerns received from school councils in reviewing the appropriate school assignment for these two Vice-Principal positions.

D. Grant advised L. Peddle that the additional 2.0 FTE will be taken from the replacement coverage budget, specifically the Non-Classroom, School Administration – Principal/Vice-Principal line.





To the motion, **CARRIED UNANIMOUSLY.**

## **6. Co-ordination of School Bell Times**

D. Grant presented the report.

Responding to B. Wallace's request, D. Grant provided the following information regarding the eight schools which have had bell times adjusted by greater than 20 minutes:

- 20-30 minutes: 1 school (Allan Greenleaf School – 8:15 a.m.)
- 31-45 minutes: 5 schools (start times as follows: Burkholder School – 8:10 a.m.; Chedoke School – 8:00 a.m.; Huntington Park School – 9:05 a.m.; Highview School – 8:00 a.m.; Pauline Johnson – 8:10 a.m.).
- 46-60 minutes: 2 schools (Sir Wilfrid Laurier and Glen Brae Schools)

The members' concerns were noted as follows:

1. B. Wallace expressed his apprehension with the proposed early school start, particularly for children in the junior schools. He believed it will be reasonable and acceptable to everyone, particularly the communities in the County, if these schools could be linked with secondary schools. B. Wallace further suggested that staff look closely into double and triple bus runs.
2. Noting the implications of the proposed bell times to one of the schools (Highview School) in her ward, L. Peddle was worried about students who arrive home from school with no one at home. She felt the proposed bell times adjustment may be appropriate for small school population, noting there should be a workable compromise on this issue.
3. J. Bishop maintained that the Board should be concerned with safety, i.e. the implications for families particularly during the winter. She emphasized that a major change like this requires considerable consultation process with all stakeholders.
4. R. Mulholland voiced his concerns with the safety of students at Glen Brae and Elizabeth Bagshaw Schools (students in the French Immersion program will have to catch the King Street bus). He noted further that about 90% of students who walk to school could encounter considerable difficulties to be on time for school.

The members received the following clarifications:

1. D. Sage assured the members that the existing links with secondary schools will be maintained and middle schools will basically be the first choice for early start.
2. K. Bain explained to J. Bishop that each school principal was asked to submit to Accommodation and Planning information regarding the length of their school day. He indicated further that how the principals involved the school councils about bell times is entirely within their jurisdiction. School principals were instructed not to publicize their preferred bell times as these are still tentative.
3. Responding to a further query from J. Bishop, K. Bain stated that schools have differing bell times. Staff, including the itinerant ones, will be advised accordingly when bell times are definite. K. Bain added that bell times do not always coincide with lunch hours or travelling time.

The Director commented that the proposal relating to the co-ordination of school bell times was not developed for a specific number of students, schools or principals but rather to achieve the estimated savings of \$350,000 (resulting from the reduction of nine school buses). He remarked that administration would be prepared for any direction and parameters from the Board if the trustees were not prepared to accept the proposal before them.





Reminding members of the timed item (7:00 p.m.) on the agenda for the Regular Board In-camera Session,

**It was moved by R. Woodworth: That the Special Meeting of the Business Committee be adjourned until it can be reconvened when there is time tonight.**

**CARRIED, 7 in favour, 3 opposed.**

The meeting then adjourned at 7:05 p.m.

The meeting re-convened at 10:30 p.m. [Canon Rogers not in attendance.]

It was moved by B. Wallace: That the meeting adjourn. LOST.

**Co-ordination of Bell Times – continued**

L. Orban noted that the discussion was continuing from the meeting earlier in the evening.

E. Johnstone, expressing concern about young children having to leave home early in the morning, asked what times the schools are starting.

D. Sage noted that the times vary. The earliest start is 7:55 a.m. at Flamborough Centre School where the majority of students are transported. K. Bain estimated that 10 students would walk to that school.

D. Sage responded to a question that the co-ordination of bell times was done as a matter of efficiency and was not solely to achieve cost savings under the old transportation policy.

W. Hicks expressed concern with the process that would effect a major change in practice without input from the community or school councils. He asked if other Boards in this jurisdiction are making similar severe alterations to their schedules, adding that he could support a start time of 8:15 a.m.

It was moved by B. Wallace: That the report be referred back to administration with the proviso that the window for bell times be between 8:15 a.m. and 9:20 a.m. for the eight schools referenced in the report that have had times adjusted by greater than 20 minutes.

L. Orban clarified for the members that the motion pertained to the schools identified in the report.

J. Dewar, noting that her school community was not aware of the bell time changes, asked when they would be informed.

K. Bain indicated that information had been sent to the schools late last week with the expectation that between now and the end of the school year the principals would insert the information into the school newsletter.

J. Dewar asked that trustees be advised of such changes in order to respond to calls they receive.

R. Woodworth offered support of what administration was doing but questioned the way it was being done, adding that he learned of the plans through the newspaper.



D. Grant advised that the motion puts in jeopardy the potential savings for linking schools together for bus routes. He estimated that the motion could put 9 buses back on the road.

R. Woodworth opposed the motion, noting that other Boards are employing similar strategies. He recalled that the varying bell times was not an issue in the former County board.

H. Bullock suggested that the timeframe be extended to a later end time rather than the earlier start times.

K. Bain responded to a question that a 9:20 a.m. start was workable since the school day must include 5 hours of instruction, recesses and lunch and must conclude before 5:00 p.m.

B. Wallace agreed with H. Bullock's friendly amendment to modify the direction to a longer window as follows:

**That the report be referred back to administration with the proviso that the bell times for the eight schools that have had times adjusted by greater than 20 minutes (as referenced in the report) be no earlier than 8:15 a.m.**

D. Grant responded to a question that the effect this would have on the projected savings could not be determined until the re-routing is done.

J. Bishop pointed to the difficulty of implementing the new the transportation policy and changing bell times at the same time. She noted that the change to 7 schools to a 8:00 a.m. start has been done without consultation with the school community and provides little time for the parents to make adjustments. She suggested that there were more savings to be found in implementing the transportation policy rather than changing bell time.

**To the as amended, CARRIED, 7 in favour, 4 opposed.**

#### **Transportation Policy – Implementation Date**

It was moved by B. Wallace: That the implementation date for the Transportation Policy be September, 2001.

B. Wallace noted that the Joint Advisory Committee (JAC) supported a September implementation date whether it be 2000 or 2001. If financial savings are the major concern, then September, 2000 should be the date; however, in order to communicate to the public the changes the policy will bring about, this September is not viable. With a 2001 implementation date, information can go out to parents in November or December in order to be ready the following September.

J. Bishop recalled that the majority of comments at JAC favoured September 2000. She noted that a two-stage communication strategy had been outlined that would address some of the communication concerns.

J. Dewar also recalled that back in May the Board did not support cancelling mid-day transportation for kindergarten students because of the lack of time for proper notification to parents and questioned how this policy could be implemented on an even shorter timeline. L. Peddle pointed out that the issue on the kindergarten transportation was related to the impact on the program that would be offered if these changes were made.

J. Dewar stated she supported the September 2001 date.





R. Woodworth felt the majority of parents who were at the JAC meeting were opposed to both a mid-year start up and a September 2000 date.

L. Peddle agreed that this September was too soon but did not support January 2001 either. She asked whether a November date would be viable.

L. Orban concurred that the debate at JAC focused on the two September dates of 2000 or 2001.

B. Wallace urged the members to respect the public that will be affected by the new policy and allow time for meaningful input and communication. He suggested that the county community would have a year to work with the bus service providers to have regular runs scheduled into their areas or to work with the local Council to have sidewalks installed.

R. Mulholland, recognizing the safety concerns, stated he would support the motion.

To the motion, LOST, 4 in favour, 4 opposed, 1 abstention.

It was moved by W. Hicks: That the implementation date for the Transportation Policy be September 2000.

B. Wallace requested a recorded vote.

H. Bullock suggested that, if this motion is adopted, the bell times in the county be scheduled no sooner than 8:15 a.m. She stated she was opposed to the motion because there was not adequate time for proper notice to the community, adding that the Board should pay for a problem it had created.

R. Woodworth believed this would be a public relations disaster. He recalled that it had been stated that the policy could not be implemented this September if it was not approved by a certain date.

To the motion, LOST, 4 in favour, 6 opposed.

It was moved by L. Peddle: That the implementation date for the Transportation Policy be November 2, 2000.

D. Sage, in responding to a question, indicated that the process for implementing this date could not be done until after arrangements were made for this September which would take until the end of August. He suggested that the result will be about the same time-frame for notification to parents.

J. Dewar pointed out that this date would mean that some students would be transported for 2 months and then their transportation could be cancelled.

To the motion, LOST, 3 in favour, 4 opposed.

When B. Wallace stated he would make a motion to reconsider the September 2001 date, R. Mulholland stated that a motion to reconsider cannot be entertained until another item of business has transpired.

It was moved by H. Bullock: That the implementation date for the Transportation Policy be March 19, 2001.

M. Matier clarified the communication process that had been discussed at the Joint Advisory Committee:





- all students will be given a copy of the new walking distances
- the new walking distances will be applied to the students currently being transported and those who no longer qualify would be notified
- the actual routing takes about 2 months to complete and then parents will be advised where the bus stop will be and the time of the pick up

B. Wallace noted that communication is a two-way process and felt that feedback, particularly related to the appeals, had to be built into the communication process.

J. Bishop believed that JAC supported a September implementation date. The difficulty with the September 2001 is the costs that will be incurred. She supported the communication process as outlined and believed implementation was possible for this September.

To the motion, LOST, 3 in favour and 5 opposed.

**It was moved by H. Bullock: That the issue of bell times be referred to administration so no school in the district starts until 8:15 a.m., effective when the Transportation Policy is implemented.**

D. Grant noted that the issue of 'bell times' is not as an important issue as the implementation of transportation policy, adding that some schools prefer to have start times before 8:15 a.m.

**To the motion, CARRIED. 8 in favour, 1 opposed and 1 abstention.**

**It was moved by L. Peddle: That the implementation date of September, 2000 be reconsidered.**

L. Orban ruled that she would accept the motion.

R. Woodworth believed the motion was out of order until it was determined whether there was new information to be considered and then the Committee could decide if it wanted to reconsider the motion.

H. Bullock pointed out that motion to reconsider is not debatable.

**To the motion to reconsider, CARRIED, 5 in favour, 4 opposed.**

**It was moved by L. Peddle: That the implementation date for the Transportation Policy be September, 2000.**

**CARRIED, 5 in favour, 4 opposed.**

**Trustees Bullock, Woodworth and Dewar asked to be recorded as having voted opposed.**

There being no further business, the meeting adjourned at 11:45 p.m.



**MINUTES OF THE SPECIAL MEETING OF THE BUSINESS COMMITTEE**  
**JULY 24, 2000**

Those present: Lillian Orban (Chair), Judith Bishop, Heather Bullock, Wes Hicks, Eleanor Johnstone, Ray Mulholland, Laura Peddle and Reg Woodworth.

In attendance: D. Grant (Superintendent of Business and Treasurer), A. Cupido (Superintendent of Plant Services) and P. Gillie (Superintendent of Education – Mountain East).

L. Orban called the meeting to order at 7:00 p.m.

**2. Approval of Agenda**

R. Woodworth requested the following be added:

4. Transportation Concerns

The Chair accepted the added item upon confirmation by R. Woodworth that the message he wished to express, particularly to administration, was for information only.

When E. Johnstone voiced her concerns with the trustee survey initially conducted regarding the Riverdale Community Recreation Centre project, R. Woodworth explained this was due to timeline constraint, noting he was advised of the issue via a phone call.

Appreciating the initiative of R. Mulholland, E. Johnstone called for better communication and ensuring that appropriate process is followed in the consideration of major projects/initiatives requiring Board approval.

**It was agreed: That the agenda be approved, as amended.  
CARRIED UNANIMOUSLY.**

**ACTION ITEM:**

**3. City of Hamilton Recreation Centre Project: Riverdale Community – Lake Avenue School**

Prior to reviewing the report, D. Grant acknowledged the members' concerns with the survey process.

He then noted the presence of Ross Fair, General Manager of Community Services – City of Hamilton, along with some City representatives involved with this project, Doug Booth, Principal of Lake Avenue School, and School Council members.

D. Grant stated that this project appeared to have tremendous community support. Explaining the rationale for the recommended action, he pointed to the need to address immediately the outstanding issues relative to the project being constructed on Board lands and the corresponding liability. Two options were considered: (a) disposition of the required lands from the Board to the City or (b) the Board will retain ownership, permit the construction and then address the liability issues.

Noting that administration did not recommend the first option, D. Grant explained that if the Board declares the land surplus and proceeds with the preferred agency process, which can be time consuming. The project will be considerably delayed. He also indicated that the phrase





“subject to Ministry approval” should be added at the end of the recommended action in light of potential requirements under the Education Act.

A. Cupido distributed and reviewed a small-scale plan of the school site, adjacent separate school and the proposed recreation centre.

When W. Hicks inquired if the process is similar with that applied to the recreation centres at Sir Allan MacNab and Westmount Schools, D. Grant responded that regulations have changed regarding the disposition of lands since the amalgamation. Administration recommended not going through the preferred agency process to avoid delaying this project and preserve the tendered price.

Responding to further concerns, D. Grant clarified for the members that the agreement referred to in the recommendation was primarily aimed at facilitating the immediate start of the project and noted that the centre would be included in the Board’s reciprocal agreement with the City.

A. Cupido noted the involvement of the nearby separate school in the Riverdale project.

Further clarifications were offered as follows:

- ⇒ Given the number of portables (9 currently), the student enrolment at Lake Avenue School has been capped (by Board approval) at 835 students.
- ⇒ Parking at the school was expanded two years ago and staff use has been accommodated.
- ⇒ Security, particularly for the students, will be closely monitored.
- ⇒ The words “for value” in the recommendation indicates that the Board is hopeful the City will be able to provide some improvements to Lake Avenue School, e.g. air conditioning for the gym.
- ⇒ The sharing of facilities under this agreement will be similar to other shared facilities with the City.

R. Fair confirmed the City’s willingness to work and discuss amicably all the issues and concerns relating to this project.

When H. Bullock commented that the recommendation in the report did not state clearly that the Board is not selling the property to the City, D. Grant suggested that the word “**license**” may be added between the words “long-term” and “agreement”.

Believing that the present direction was inconsistent with previous discussions and agreement with the City regarding this proposed recreation centre, R. Mulholland did not see the necessity of rushing the Board’s decision on this project and expressed his preference to follow the usual practice and the preferred agency process. He felt there will be true partnership between the Board and City if all issues are jointly addressed, including the senior citizens’ concerns (i.e. they did not want the recreation centre built on the proposed location due to student population). With the upcoming City amalgamation and resulting new boundaries, R. Mulholland perceived that there could be better partnership opportunities with the Ministry of Education for school boards in terms of usage for public lands/facilities.

D. Grant assured the members that all legal implications for this project will be closely considered to ensure that the requirements under Regulation 183 are met.





R. Fair advised that based on the City's review/analysis, a good turnover of patrons is anticipated for the proposed recreation centre as it will address the community needs, including those of the senior population in the area. He likewise affirmed that issues relative to new boundaries (for example, Stoney Creek) are being reviewed; however, other plans/initiatives for recreation centres will have to take place in the future.

W. Hicks requested that the costing for a bigger gymnasium be explored.

**It was moved by J. Bishop: That the Board authorize the Superintendent of Business and Treasurer to negotiate and execute a long-term agreement for value with the City of Hamilton in order to facilitate immediate commencement of construction on the Riverdale Community Recreation Centre adjacent to Lake Avenue Public School, subject to Ministry approval.**

D. Booth advised J. Bishop that the proposed recreation centre has gone through a long process, recalling it was initially conceived as a seniors' centre. Describing the highly dense student population (with 7 per cent English as a Second Language [ESL] students) and the existing geographical barriers in the area, he felt the proposed centre will have significant impact on the school, seniors and the whole community. D. Booth confirmed that the community, including the school council, has been providing considerable input to this project. He added that the project could address the lack of space at the existing Riverdale Community storefront, which is currently a meeting place for youth and seniors.

R. Fair confirmed the City's intent to move the storefront into the proposed Riverdale Community Recreation Centre.

Responding to a question, D. Grant clarified that approval from the Ministry may or may not be required; the phrase "Ministry approval" was added to the recommended action to ensure that the provisions of Regulation 183 (Education Act) relating to permanent improvements are considered. Emphasizing that this was simply a precautionary measure and that staff had been in contact with the Ministry, he suggested the members may wish to add the phrase "**if necessary**" after the words "Ministry approval". D. Grant also informed that final advice from legal counsel regarding the Board's interests on this project has not been received to date.

R. Mulholland requested the motion be amended to incorporate the phrase "**at no financial cost to the Board**".

E. Johnstone was not supportive of hastening Board approval of the project, noting she would have liked to receive more details particularly costing information.

L. Peddle called the question.

R. Fair informed trustees that the City had already requested and received a 30-day extension of the tendered price.

J. Bishop accepted, as friendly amendments, the addition of the word "**license**", the words "**if necessary**" and the phrase "**at no financial cost to the Board**" at the appropriate areas in the motion.

To the motion calling the question, **CARRIED**



The motion, amended as follows, was put to a vote and was **CARRIED UNANIMOUSLY**:

**It was moved by J. Bishop: That the Board authorize the Superintendent of Business and Treasurer to negotiate and execute a long-term *license* agreement for value with the City of Hamilton in order to facilitate immediate commencement of construction on the Riverdale Community Recreation Centre adjacent to Lake Avenue Public School, at no financial cost to the Board, subject to Ministry approval, if necessary.**

#### **INFORMATION ITEM:**

##### **4. Transportation Concerns**

R. Woodworth noted he has been inundated with phone calls from parents expressing concerns with the new Transportation Policy, particularly those with children attending Highland and Parkside Schools. Reminding members of a "sibling agreement" in 1994 with these parents, he believed the letters to these people should be retracted and an apology extended. R. Woodworth was concerned with the ongoing misinformation and lack of response from the Board to the concerns and suggested the impolite way staff are handling phone calls/queries regarding the new policy has magnified the problem. Noting that people have been told that appeals could not commence until September, he was particularly concerned with the timing and adverse implications for the students located in remote/rural areas within his ward.

The Chair did not allow further debate on the issue, advising members that a process of recording all concerns regarding the Transportation Policy has been initiated through the Board's Transportation Department.

The members' remarks were noted as follows:

- ⇒ H. Bullock echoed R. Woodworth's concerns, emphasizing that people were frustrated of their inability to discuss their concerns (the general feedback is "the Board is giving them an end run at this time when staff are away for their summer holidays").
- ⇒ R. Mulholland affirmed a similar scenario at Woodward Avenue School. He felt the trustees, not administration nor staff, should be responsible given the considerable delay in granting Board approval to the Transportation Policy.
- ⇒ J. Bishop noted the existence of a process which allows students to attend schools outside of the catchment area with permission/approval from the Superintendent of Education. She emphasized that there was no intention to suddenly curtail previously agreed school attendance arrangements for some students.
- ⇒ Advising he also received calls, W. Hicks acknowledged that there were special circumstances allowed in previous years and some trustees believed that the intent of the policy is for these special arrangements to continue on (i.e., "if there is room in the bus, why can we not include these students"). W. Hicks reiterated that there is now a major change in the new policy which will affect not only Flamborough area but anywhere else across the system. He reminded that the Board had an open policy and more funding in the past but, given the ongoing funding restrictions, this significant change in bussing is necessary.
- ⇒ L. Peddle agreed that the concerns and misconceptions were mainly due to the late approval of the policy, suggesting all special transportation arrangements be considered closely by the appropriate Superintendents of Education. Voicing her concerns with triple bus runs in her ward, L. Peddle requested that a further review be done relative to this.





- ⇒ L. Orban thought that it should be clarified to all stakeholders (parents, community and the general public) that the Board now has a standard/generic policy, noting parents in particular require assistance in clearly understanding the provisions of the new policy.
- ⇒ H. Bullock recalled that triple runs were implemented due to financial restraints/cutbacks. She felt the rationale behind this bussing system should also be delineated in addressing the concerns identified.

When the Chair advised that August 29<sup>th</sup> has been reserved for special meetings during the summer, several trustees said they would like to have a special meeting convened in mid-August to consider the transportation issue.

The Chair was confident that administration would take the members' suggestions/concerns into consideration.

**Adjournment**

**It was moved by R. Mulholland: That the meeting be adjourned, this being done at 8:36 p.m.  
CARRIED.**

rt



# ACTION ITEMS

*BUSINESS COMMITTEE*  
*2000 09 14*





#5

The Hamilton-Wentworth District School Board

Memorandum

Approved for distribution  
by the Director.

Signature:

*M. Matier*

Date:

*Sept 8 00*

To: Merv Matier, Director of Education

From: Don Grant, Superintendent of Business and Treasurer

Date: September 14, 2000

Subject: Ontario Public School Boards' Association - 2000/2001 Membership Fees

Recommended Action:

Moved by \_\_\_\_\_

That the 2000/2001 Ontario Public School Boards' Association Membership Fee in the amount of \$87,782.80 (GST included) be approved.

Rationale:

The 2000/2001 budget has sufficient funds to accommodate the cost of the membership fees.

1998/1999	\$90,647.19
1999/2000	\$87,076.60
2000/2001	\$87,782.80

(Fees include GST)

The attached memo from Liz Sandals, President and OPSBA Executive Council, dated May 15, 2000, provides a summary of the services that the association provides on the Board's behalf.

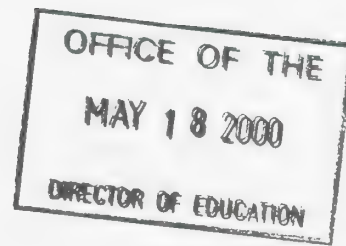
DG/GdeJ

*[Signature]*

attach.



5-1



## ONTARIO PUBLIC SCHOOL BOARDS' ASSOCIATION

439 UNIVERSITY AVENUE, 18th FLOOR, TORONTO, ONTARIO M5G 1Y8

TELEPHONE: (416) 340-2540 • FAX: (416) 340-7571

WEBSITE: [www.opsba.org](http://www.opsba.org)

### MEMORANDUM

To: Member Board Chairs and Directors of Education  
Members of the OPSBA Board of Directors  
cc. OPSBA Member Board Delegates

From: Liz Sandals, President and OPSBA Executive Council

Date: May 15, 2000

#### RE: MEMBERSHIP

During 1999-2000, the Ontario Public School Boards' Association (OPSBA) has become increasingly efficient and effective. We have implemented organizational renewal that has sharpened our focus by shifting our priorities toward strategic planning and political action. Throughout, OPSBA has not been distracted from its objectives – presenting the interests of our member boards and building strong support from the public we serve.

OPSBA has been at the forefront of presenting not only the views, but, more importantly, the needs of public school boards to the provincial government. There has been a concerted effort on the part of OPSBA to reinforce an understanding of the complexity and reality of the issues facing Ontario's publicly-funded school systems.

School boards provide crucial checks and balances on provincial powers. School boards, however, need a support and advocacy system to help them express their needs so that changes to provincial policies are sensible ones that benefit students. OPSBA provides that network to ensure that the very real differences that exist across our vast province are not overlooked in provincial equations.

As you can see, your staff and OPSBA's staff are in regular contact and communication on a variety of issues. Through the Director of Education; Superintendents of Special Education, Human Resources, and Curriculum; and other relevant personnel, OPSBA assists and supports the daily operations of your board by working collaboratively with your staff, for example, in developing well-researched, well-documented policy

positions; managing issues effectively through strategic planning; to providing analysis on the collective bargaining process.

For the record, we would like to review some of the initiatives undertaken by OPSBA during the past year.

### **EDUCATION FUNDING**

OPSBA and its member boards have been heavily involved in discussions and lobbying regarding education finance at the provincial level. As a result of these actions education funding has been impacted by an amount in excess of \$965.4 million annually across the province. All public boards in the province have benefited. The areas impacted by these actions include:

• Copyright	\$1 M
• Language Grant – ESL	\$20 M
• Special Education	\$140 M
• Impact of Private School Funding	\$341 M
• Debenture Funding	\$242.8 M
• Principals and Vice Principals	\$10 M
• Student Transportation	\$34.6 M
• Early Childhood Education	\$176 M

**TOTAL**

**\$965.4 M**

### **LABOUR RELATIONS SERVICES**

This past year, the Labour Relations Services department has continued to provide and to expand its services. The key areas to be highlighted over this period of time are:

#### **Negotiations – Teaching and Non-Teaching**

Through the development of LabRnet, all trustees and appropriate Senior Staff can access useful information in preparation for negotiations for both teaching and non-teaching staff. We have on numerous occasions conducted surveys "at a moments notice" on behalf of individual board's requests. With the advent of our PLRN meetings, and the development of LabRnet we are now serving our member boards more effectively and efficiently.

Through the establishment of an ad hoc Technical Advisory Committee, comprised of senior human resources and business/finance staff from member boards, OPSBA staff developed a potential central negotiations process. Although OSSTF withdrew from these discussions related to working conditions and compensation, OPSBA will continue to analyse major negotiations issues and advise member boards as they prepare for the upcoming round of negotiations.



### **Educational Partner Liaisons**

Representatives from our Labour Relations Department now sit on various committees with OMERS, the College of Teachers and the Pay Equity Commission. Membership on these committees enables us to provide input, and to advise our member boards on the major issues of the day and to provide analysis of decisions made.

### **Provincial Labour Relations Network (PLRN)**

Labour Relations Services has expanded its provincial link through a regular quarterly meeting of all boards. Each meeting has representation from trustees and board human resources personnel who discuss the "hot issues" on the labour relations and human resources front. These meetings have become valuable in establishing personal and professional networks while attempting where possible to establish regional and/or provincial objectives and strategies. The most recent meeting attracted close to 90 trustees and staff from 29 boards.

### **LabRnet (Labour Relations Network)**

On April 1, 1999 OPSBA went on-line with its own electronic data and information base for labour relations and human resources. Since its inception all of our member boards have been on the system, and recently we were pleased to get the co-operation, support and membership of all of the Catholic school boards. In addition, we have members from legal firms, government ministries, and the Ontario Principals' Council. This electronic network contains collective agreements, legal reports, generic contracts, major grievance and arbitration reports, Occupational Health and Safety reports, and will now be the sole source for surveys for information to and from the boards.

### **Annual Labour Relations Conference**

Each year in late March or early April, OPSBA through its Labour Relations department runs a conference for all our member boards and educational partners. The conference has successfully provided timely plenary and small workshop sessions in the human resource and labour areas. The recent symposium had over 125 participants.

Labour Relations Services will continue to serve you as economically, and effectively as possible.

### **LOBBYING**

This past year OPSBA members, staff, work teams, and ad hoc committees continued to analyse, develop and evaluate education policies. A team approach has been adopted by our staff who work together to expand our Association's lobbying efforts on current and emerging issues. OPSBA staff review their work in light of our members' needs and set priorities that support the work of our membership.

Weekly contact was made with the Premier's Office; Minister of Education and her staff; Minister of Labour and his staff; Minister of Finance and his staff; and staff at the Ministry of Education. These meetings resulted in significant changes to the funding model and allowed OPSBA to have direct input into the Robins Commission.

Meetings were also conducted with a variety of individuals and organizations including: Education Improvement Commission; Education Quality and Accountability Office; College of Teachers; Ontario Association of School Business Officials; Ontario Teachers' Federation; Ontario Federation of Home and School Associations; Canadian School Boards Association; Ontario Parent Council; Council of Ministers of Education, Canada; Ontario Principals' Council; Ontario Secondary School Teachers Federation; Elementary Teachers' Federation of Ontario; and Ontario Public Supervisory Officials' Association, to list but a few.

### COPYRIGHT

For the past two and a half years, OPSBA has been participating in a national negotiation for a print copyright licence for schools, through the auspices of the Council of Ministers of Education Canada (CMEC). In the summer of 1999, the parties reached an agreement and Ontario's public school boards received copies of the 5-year licence for their signature.

While the tariff will rise over the term of the licence, OPSBA member boards will recognize that the solution reached will benefit all school boards in the future. Boards will remember that in the summer of 1998, CANCOPY corresponded with all Ontario school boards informing them that the tariff for the 1998/1999 school year would be \$2.20/FTE. OPSBA quickly stepped in and negotiated the tariff back down to \$2/FTE, saving Ontario schools approximately \$400,000 (based on an approximate FTE of 2 million) in the 1998/1999 school year.

After close to two months of negotiation on tariff alone, the parties reached an agreement on tariff which potentially saves Ontario school boards over \$3 million in the first three years of the licence. By basing the tariff increases on CPI in years 4 and 5 of the licence, boards are reassured that the increases will not be higher than 3% and can thus adequately budget for the entire 5 year term of the licence.

Another significant benefit to Ontario school boards is the manner in which the new licencing agreement manages bibliographic sampling in schools, which was intentionally negotiated in an effort to be less onerous on the participating boards and schools. In the past, CANCOPY sampled schools for a ten-week period. The new licence reduces the time in the school to five weeks. Once a school has been sampled, it will not host another sampling team for three years. The same will apply to school board administrative offices.

As of January 2000, the Ministry of Education has assumed lead role on behalf of Ontario schools at the CMEC Copyright Consortium. This move was at the request of OPSBA and many member boards. OPSBA continues to sit at the table as an observer, and participates in a Ministry-staff advisory committee on issues related to copyright.

## OPSBA WORK TEAMS

The Program Work Team examined a wide variety of issues over the past year, in addition to those that it monitors regularly. Curriculum updates and progress reports on the implementation of the new curriculum were a common occurrence. Updates on the Education Quality and Accountability Office (EQAO) are reported regularly by the committee. In addition, the Work Team provided a response to the EQAO on their Education Quality Indicators Program (EQUIP). The College of Teachers also received a response to their consultation on the Ethical Standards of Practice for the Teaching Profession and Professional Learning Framework for the Teaching Profession from our Work Team.

Special Education was a significant issue for this committee, with regular reviews and correspondence to the Ministry of Education regarding the program and funding concerns expressed by public school boards through this committee.

In addition to these consistent areas of contact and study, the Work Team reviewed and had presentations from the Office of Integrated Services on their Healthy Babies Healthy Children initiative. Additional follow-up with the Office was conducted, and they have become active in and knowledgeable about OPSBA. Presentations were also received on the Learning, Earning and Parenting (LEAP) program, designed by the Ontario Works Program.

During the past year, the Program Work Team reviewed numerous reports of significance. The Poverty Intervention Profile, conducted by the Canadian School Boards Association was examined by the committee and sent to all boards for their input and discussion. The Mustard McCain report entitled "The Early Years" was also discussed broadly by this committee. Considerable follow up was done and the committee is currently surveying member boards to determine the extent of the programs available and how further lobbying could be conducted effectively with this information. The review on sexual assaults, recently completed by Justice Sydney Robins was discussed, and information was sent to Justice Robins which he incorporated into his report.

In terms of legislation, the Child and Family Services Act was received and reviewed given the nature of the changes and how they impact teachers and school boards. The Code of Conduct was discussed by the committee and will be reviewed again shortly as the province gets closer to introducing legislation. A presentation was made to the Standing Committee on Finance at the federal level, the bulk of which was related to children's issues, and the discussions at the committee were paramount to that brief. Child Victims and the Criminal Justice System paper, distributed by the CSBA was reviewed. The issue of playground equipment "playscapes" was examined, and information was forwarded to the Ministry of Community and Social Services and Education.



The Canadian School Boards Association sent a survey to the Program Work Team on anaphylaxis, which the committee had distributed to all boards and returned to CSBA for their research and publication.

The Policy Development Work Team spent considerable time examining the financial impact of the General Legislative Grants. The Work Team submitted a brief to the pre-budget hearings, and had the opportunity to examine the impact of funding shortfalls.

The Work Team also examined the role of school councils and provided information that was valuable in assisting us with our meetings on this issue with government officials.

### MEDIA RELATIONS

Much of the public discussion around issues facing the education system occurs in the print and broadcast media. Current issues such as secondary school reform, teacher negotiations, general legislative grants, teacher testing, school closures, and a provincial code of conduct for students receive prominent media coverage.

OPSBA plays a key role in shaping public opinion and influencing policy development on education issues through the media. This past year, OPSBA has established, developed and maintained long-term relationships with relevant education reporters and the Queen's Park press gallery. OPSBA remains a primary and credible voice whether it's providing background information to an editorial board on inequities in the funding formula; responding to the media's questions on current issues such as safety in schools; or initiating stories in the media that highlight the concerns of boards from across the province.

In addition, OPSBA has supported our member boards by providing media strategies and assistance as requested. OPSBA reports and promotes the excellent achievements and programs in public education through the media, including OPSBA's magazine titled **Education Today**. OPSBA staff continue to maintain and enhance our working relationship with communications officers by providing relevant and timely information to support the media issues at the local boards.

### PROFESSIONAL DEVELOPMENT

OPSBA continues to provide forums for public debate and decision-making through its leading-edge conferences and seminars. Internationally renowned speakers and a wide range of experts who bring their special skills and strategies to OPSBA conferences and seminars are essential to meet the increasing challenges facing school boards today. Member boards may continue to take advantage of these valuable training opportunities. As well, throughout the year there are regional training sessions and seminars on various subjects.

In addition to the special initiatives that the Ontario Public School Boards' Association



undertakes on behalf of its member boards, the day-to-day services provided by the association are also beneficial. As the voice of public education at the provincial level, the association's range of high-quality and timely services to member boards include:

- government relations and lobbying
- labour relations research and collective bargaining co-ordination and sharing of information
- communications and media relations
- legal defence for public education
- legislative monitoring and policy development
- professional development and conferences
- regional services.

Today, membership in the Ontario Public School Boards' Association is a necessity. Provincial governments rarely listen to the concerns of individual boards. Therefore, the maxim "strength in numbers" certainly holds true for our association. OPSBA is committed to working with all our members to focus on the value of a strong public education system, open to all and governed by democratically elected local school boards.

OPSBA's members deserve, and must continue to have the opportunity to influence the government's decision-making. It is essential that the provincial government knows the concerns and needs of school boards. With your on-going support, OPSBA will continue to strive to be the competent, informed voice for public education and for all students in the province of Ontario.



#6

Business Committee

## The Hamilton-Wentworth District School Board

### Memo

Approved for distribution  
by the Director.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*M. Matier*  
*Sept 8 / 00*

**To:** Merv Matier, Director of Education and Secretary  
**From:** Don Grant, Superintendent of Business and Treasurer  
Irene Polidori, Manager of Finance  
**Date:** September 14, 2000  
**Re:** New Travel Rate

#### Recommended Action:

Moved by: \_\_\_\_\_

That the new travel rate report dated September 14, 2000 be received for information.

#### Rationale:

In accordance with the Board's expense reimbursement policy the travel rate has been adjusted to 36 cents per kilometre effective September 1, 2000.

The Employee Expense Policy (Policy No. 5.01. Financial) states:

"Travel costs by private automobiles will be reimbursed for kilometers travelled as per the rate calculated by the Canadian Automobile Association (the national average based on an average annual driving distance of 32,000 kilometres)."

Based on the information contained in the booklet *Canadian Automobile Association - Driving Costs - 2000 Edition*, the calculated rate based on an annual driving distance of 32,000 kilometres is 36 cents. This amount is an increase of 2 cents per kilometer over the current rate paid by the Board. The cost impact of the increase is estimated at less than \$23,000.

DG/GdeJ

*DG*





## The Hamilton-Wentworth District School Board

## Memo

Approved for distribution  
by the Director.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**To:** Merv Matier, Director of Education and Secretary

**From:** Don Grant, Superintendent of Business and Treasurer

**Date:** September 14, 2000

**Re:** **Update: Riverdale Community Recreation Centre**

**Recommended Action:**

Moved by: \_\_\_\_\_

That the Board receive the update report dated September 14, 2000 regarding Riverdale Community Recreation Centre for information.

**Rationale:**

On July 24, 2000 the Board approved the following resolution:

**That the Board authorize the Superintendent of Business and Treasurer to negotiate and execute a long-term license agreement for value with the City of Hamilton in order to facilitate immediate commencement of construction on the Riverdale Community Recreation Centre adjacent to Lake Avenue School, at no financial cost to the Board, subject to Ministry approval, if necessary.**

**Ministry of Education**

This project was discussed with the Ministry at a meeting on July 28, 2000. The Ministry has confirmed that, based on the information received, there is no requirement in the case of the Riverdale project for the submission of plans and specifications. Consequently, the Board has complied with section 183 of the Education Act.

**License Agreement**

Ian Gordon, Board's solicitor, has drafted the form of the license agreement in order to protect the interests of the Board. Staff from the City and the Board have worked in cooperation regarding the license agreement provisions. The Board is in position to execute the license agreement regarding the Riverdale Community Recreation Centre.

### **Lands Issue**

As the Board is aware, the license agreement approach was taken in order to avoid a considerable delay in the project. The disposition of the lands from the Board to the City would have required that the Board declare the subject lands (approximately 2 acres) surplus and initiate the preferred agency process.

Once the license agreement has been executed, administration from the City and the Board will work together in order to consider the disposition of the subject lands to the City in compliance with statutory requirements and subject to the appropriate approvals from our respective authorities. Pursuant to Ministry regulations such disposition of lands must be at fair market value.

### **Current Status**

Subsequent to the Board meeting in July, City staff determined that the license agreement approach was unfortunately outside of their original authority to act and City Council approval was required. On September 5, 2000 City Council approved the necessary authorization for the City to enter into the license agreement. However, action by the City is precluded until the issue is considered by the Transition Board. The next meeting of the Transition Board is expected to take place on September 12, 2000.

DG/GdeJ



#10

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Approved for distribution  
by the Director.

MEMORANDUM

Signature: M. Matier

Date: Sept 8 00

**TO:** MERV MATIER, DIRECTOR OF EDUCATION

**FROM:** JIM WIBBERLEY, SUPERINTENDENT OF EDUCATION

**DATE:** August 17, 2000

**RE:** REQUEST FOR LIQUOR LICENSE - WESTDALE SECONDARY SCHOOL  
ALUMNI - SATURDAY, OCTOBER 21, 2000

RECOMMENDED ACTION:

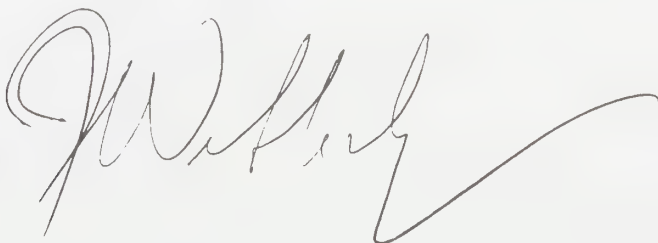
Moved by \_\_\_\_\_, seconded \_\_\_\_\_  
that The Hamilton-Wentworth District School Board grant permission to the Westdale  
Secondary School Alumni group to obtain a liquor license for a dance which is to be held at  
Westdale Secondary School, Saturday, October 21, 2000

RATIONALE:

Attached is a copy of a request that I received from Rick Hart, Vice-Principal of Westdale Secondary School on behalf of the Westdale Alumni group. The proposed location for the dance is the Westdale cafeteria with any proceeds to go towards programmes at the school.

It is the policy of this Board that no alcoholic beverages shall be allowed on school grounds or in the school building without the permission of the Board.

JW:jb







## WESTDALE ALUMNI ASSOCIATION

2000 07 06

Mr. Ken Waters  
Superintendent of Education  
Hamilton Wentworth District School Board  
100 Main Street West  
Hamilton, Ontario  
L8N 3L1

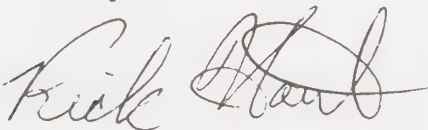
Dear Ken:

The Westdale Alumni Association is planning an Octoberfest dance on October 21 this year. Alumni, parents, teachers and friends of Westdale will be invited to this fundraising event. Our organizing committee is planning the dance in Westdale's cafeteria again this year. Last year's dance was a big success and we are excited about this year's event.

I am writing you to request board approval for securing a liquor license. Please forward this request to the appropriate committee for consideration. Your continued interest and support in events such as this help alumni and parents together to form partnerships that support our school.

Please do not hesitate to contact me if you have any questions about the plans for this evening.

Sincerely,



Rick Hart

RH/sf



C O R R E S P O N D E N C E

*BUSINESS COMMITTEE*  
*2000 09 14*







# Near North

## District School Board

#11

June 30, 2000

### Head Office

P.O. Box 3110  
200 McIntyre St. E.  
North Bay, ON  
P1B 8H1  
Fax: 705.472.9927

The Honourable Janet Ecker  
Minister of Education  
Ministry of Education  
Mowat Block  
900 Bay Street  
Toronto, ON M7A 1L2

### Parry Sound

#### Resource Centre

70 Isabella Street  
Parry Sound  
ON P2A 1M6  
Fax: 705.746.7367

### South River

#### Resource Centre

40, 63 Marie St.  
South River, ON  
P0A 1X0  
Fax: 705.386.0670

#### Main switchboard

for all offices:

705.472.8170

Toll free:

1.800.278.4922

Web site:

[www.nearnorth.edu.on.ca](http://www.nearnorth.edu.on.ca)

Dear Ms. Ecker:

At the last Board meeting, held on June 27, 2000, the Near North District School Board passed its 2000 – 2001 budget after many hours of deliberations. The final budget motion was amended to read as follows:

*WHEREAS the Conservative Government has seriously under funded the Near North District School Board and great damage has been done to program, staff and students; the Near North District School Board adopts the 2000 – 2001 budget **UNDER PROTEST**. Copies of this motion are to be forwarded to OPSBA, Ministry of Education, local M.P.P.s and other boards of education in the Province of Ontario.*

Balancing the needs of our students while keeping within the parameters of the funding envelopes has been quite a challenge. First of all, Near North District School Board's schools are scattered and mostly mid-sized, with enrolments hovering around 200 pupils. Because these schools do not qualify for small school grants and do not fit the ratio of 1:375 to qualify for full-time principals, the envelope for principals and vice-principals had a substantial deficit. We believe maintaining leadership in the school is very important.

School closures, (which could happen next year) along with the twinning of schools may be options this Board will have to consider. While both choices are unpopular measures, the twinning of schools that are distant from each other is not an option at all if trustees are to consider the safety of students and the need to encourage more people to aspire to leadership positions.

To maintain the present complement of principals, the Board has had to take funds from other envelopes. In other words we have "robbed Peter to pay Paul".

Not only has the Board maintained the status quo with the number of principals, who will ensure the implementation of curriculum, the Board has opted to maintain the status quo with several programs that will impact and enhance student achievement. This means, by returning 18.5 teachers who would have otherwise been released, the board has maintained Reading Recovery, teachers of Design and Technology and a Special Education ratio of 120:1. It should be pointed out that these programs, all priorities of the Board, are expenditures for the classroom.

The funding formula is also forcing the Near North District School Board to:

- Reduce our complement of secretaries which affects the whole school
- Reduce office supplies
- Operate without school librarians
- Refrain from offering full day JK – SK in three areas (Mattawa, Corbeil and Sturgeon Falls) where we compete for students with the English and French Separate Boards who are now offering full-day programs.

While the funding envelope provides for a 1:85% salary increase for teachers and some non-union personnel, this is problematic for any Board that is already paying salaries above the provincial average, because of negotiations prior to amalgamation. This raise, along with possible outstanding arbitration awards, cannot be accomplished without taking funds from other envelopes. When our employees see members of the Legislature seeking a 32% raise, there is an expectation by them for a REAL wage increase, especially since they haven't had an increase for many years. By denying that this problem exists, is an open invitation for LABOUR UNREST.

We have appreciated any grants that help in reducing class size. However, in past years, Boards had Small Class Grants for Kindergarten to Grade 3 which allowed Boards to maintain class size at 20 pupils at the primary level. Thus the target for an aggregate of 24.5 pupils per class still results in larger classes than previously allowed in former years and consequently results in less attention for each individual student.

The Near North District School Board believes it is time for the Ministry to reevaluate **THE STUDENT FOCUSED FUNDING** model to ensure that students' needs are being met. At the present time this is not possible since all Boards are forced to customize programs to fit the formula instead of addressing **STUDENTS' REAL NEEDS**. A "cookie cutter approach" or "one size fits all" approach is not in the best interest of our students.

Sincerely,



Eunice Saari  
Chairperson

ES:cm

- c. E. Eves, M.P.P.  
M. Harris, M.P.P.  
Ontario Public School Boards' Association  
H. Hampton, Leader New Democratic Party  
Dalton McGuinty, Leader, Liberal Party  
W. LeBoeuf, President Near North District School Board ETFO  
K. Brenner, President, Near North District School Board OSSTF  
R. Russell, President Near North District School Board CUPE

#12

August 11, 2000

Mr. Merv Matier  
Director of Education  
P.O. Box 2558  
100 Main Street West  
Hamilton, Ontario  
L8N 3L1

Dear Mr. Matier

I am writing to appeal the recent decision to not provide transportation to the children attending day care centres to the Ancaster schools. We here at the Village Treehouse Childcare have been providing Ancaster families with a much needed service for working parents for the past 19 years. Part of our service has been to offer childcare for kindergarten and school age children with bussing to the local schools as part of this program. This new decision will cause great impact on our families who were counting on bus service to be provided from the Village Treehouse Childcare.

We are located on Wilson Street and the busses go right past our door. Other children who live down the street have been also getting on the bus at our location. This does not make sense when the bus travels past our door.

We realize that the board needs to make difficult decisions but we feel that this has not been thought out carefully for the impact on the families of Ancaster.

As a business we are required to pay a large portion of our taxes towards education and feel that we should be allowed to continue providing this much needed service to the children and parents of this community.

Sincerely yours

A handwritten signature in cursive script, appearing to read "Shirley McCoy".

Shirley McCoy ECE C  
Director  
Village Treehouse

CC Mr. Reg Woodworh, Chairman of the Board

CC Mr. Daryl Sage, Manager, Accomodation and Planning





#13

**York Catholic District School Board**

DATE: July 13, 2000

MEMO TO: School Board Chairs

FROM: Elizabeth Crowe, Chair  
York Catholic District School Board

RE: **ATTACHED LETTER TO PREMIER HARRIS**

---

On behalf of our York Catholic District School Board, we have sent the attached letter to Premier Harris opposing the proposal to increase salaries of Members of Provincial Parliament by 33 percent.

For the reasons noted on the attached letter, I strongly urge you to consider sending a similar letter on behalf of your Board.

Thank you for your support.



13-1

*Office of the Chair of the Board*

---

July 13, 2000

The Honourable Mike Harris  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, Ontario  
M7A 1A1

Dear Premier Harris,

At our July 4 Board meeting, York Catholic School Board Trustees approved a recommendation to send a letter to your office, opposing the proposal to increase the salaries of Members of Provincial Parliament by 33 per cent for the following reasons:

- The government's funding for education incorporated only a 1.95% grid increase and only for some (not all) employee groups.
- The York Catholic District School Board has actively lobbied the Ministry of Education for equitable and adequate funding – particularly for Special Education, English As A Second Language, Transportation and Information Technology.
- This Provincial Government has, in the past, been critical of over-spending in the public sector and has stressed the need to reduce the number of employees earning over \$100,000 per year.
- This Provincial Government has also stressed fiscal responsibility to the taxpayer and has won two elections based on this concept.

Sincerely Yours,

Elizabeth Crowe,  
Chair of the Board

Cc: Ontario School Board Chairs

CAS ON HW W26  
A33B  
2000

URBAN MUNICIPAL

SEP 19 2000

GOVERNMENT DOCUMENTS

*THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD*

SPECIAL MEETING OF THE BUSINESS COMMITTEE

Thursday, September 21, 2000

7:30 p.m.

A G E N D A

7:30 p.m.

1. Call to Order
2. Approval of Agenda - *continuation of the September 14, 2000 agenda --*

L. Orban

ACTION ITEMS:

10. Request for Liquor License – Westdale Secondary School

J. Wibberley

CORRESPONDENCE:

11. Resolution from Near North District School Board
12. Village Treehouse re Transportation Policy
13. York Catholic District School Board re Opposition to Salary Increase to MPPs

DISTRIBUTION:

Nil.

**Public Questions for Clarification**

*Please bring your copy of the September 14, 2000 Business Committee agenda package to this meeting.*





ADDITIONAL  
INFORMATION FOR  
THIS EVENING'S

MEETING OF THE  
BUSINESS COMMITTEE

Open Agenda

ACTION ITEMS

9(a) Courtesy Transportation

-- Pages 9(a) to 9(a)-3

Please add this information to your agenda package.

*BUSINESS COMMITTEE*

*2000 09 14*



## The Hamilton-Wentworth District School Board

## Memo

**To:** Merv Matier, Director of Education and Secretary  
**From:** Don Grant, Superintendent of Business and Treasurer  
**Date:** September 14, 2000  
**Re:** **Courtesy Transportation**

**Recommended Action:**

Moved by: \_\_\_\_\_

- That article 5 of the transportation policy be rescinded.
- That article 5 of the transportation policy read as follows:

**Courtesy Transportation**

Courtesy transportation may be provided for students residing within the defined walking distance subject to the Courtesy Transportation Procedure and at no cost to the Board.

- That Administration be directed to establish a committee in order to develop the required Courtesy Transportation Procedure in accordance with the mandate, parameters, timeline and composition as outlined in Appendix A dated September 14, 2000.

**Rationale:**

On September 7, 2000 the Board approved the following resolution:

**That administration bring back a plan or procedure as to how principals, in consultation with their school councils, can fill empty bus seats on buses already travelling to schools. This report to be brought forward to the September 14, 2000 meeting of the Business Committee.**

Accordingly a small group of Principals have met over the past week in order to develop a report (see attached) on the potential utilization of empty seats for trustee consideration. Relevant sections of the transportation policy/procedures of the Halton and Waterloo School Boards were reviewed.

Executive Council has also briefly discussed this issue and recommend that before further action is taken on this subject, the Board clearly indicate approval for the concept and establish the general parameters for the procedure. The foregoing recommended actions are intended to assist the Business Committee with the discussion of this issue.

The committee approach will also allow for greater consultation on the operational components of the procedure.





## The Hamilton-Wentworth District School Board Courtesy Transportation Committee

### Composition

- 2 Elementary Principals or Vice-Principals
- 2 Secondary Principals or Vice-Principals
- 4 School Council representatives
- 2 Home and School representatives
- 1 Superintendent of Business and Treasurer (chair)
- 1 Manager of Accommodation and Planning

### Mandate

- discuss and draft the Courtesy Transportation Procedure referenced in article 5 of the Transportation Policy in accordance with the parameters and time lines indicated below for Executive Council consideration.
- the procedure should address the operational requirements of extending courtesy transportation where available space exists on an existing bus route and no changes to bus stops, time or route are required. This will include basic operational procedures, a guideline on large bus capacity, application protocol and allocation methodology.

### Parameters

The Board directs that the work of the committee comply with all of the following parameters:

- Courtesy Transportation may be extended on the authorization of the Principal.
- a Board-wide allocation criteria to be established
- extension of service must be at no cost to the Board.
- it is recognized that not all schools will have the opportunity to provide Courtesy Transportation.

### Time Line

- |   |                                       |
|---|---------------------------------------|
| • Establish Committee                   | On Board Approval                     |
| • Committee report to Executive Council | October 31, 2000                      |
| • Executive Council Approval            | November 15, 2000                     |
| • Initial Implementation                | To be determined by Executive Council |

September 14, 2000



## The Hamilton-Wentworth District School Board

### Report on

### A plan or procedure as to how principals, in consultation with their school councils, could fill empty bus seats on buses already travelling to schools

A small group of Principals have met over the past week in order to discuss the concept of utilizing empty bus seats. Accordingly, the following key issues have been identified and comments are provided.

The wording in the Waterloo policy referencing the protocol as a 'Courtesy' transportation provision is an apt description of this procedure. In this report the protocol for the utilization of empty seats will be referred to as a Courtesy Transportation Procedure.

#### Equity vs Capability

All schools will not have the opportunity to provide Courtesy Transportation. Several schools in the system do not have any students that are transported. Schools that have transportation may find that there are few if any unassigned seats available for Courtesy Transportation. Consequently, it must be recognized that not all schools in the system will be in a position to extend service and the extension of courtesy service may be perceived as inequitable.

It is also true that circumstances are such that in some schools additional riders could be accommodated without any increase in cost. In some situations, the Board has the capability to extend Courtesy Transportation due to the availability of unassigned seats. Even though availability of seats may be sporadic from school to school and is subject to change from year to year, this does not appear to diminish the attractiveness of these seats in the eyes of those students/parents/guardians that could benefit from them on a temporary basis.

The key question for the Board to address is which principle to emphasize in regard to the potential utilization of empty seats. Both principles are admirable, however only one can supercede in this situation. If the Board approves the amendment of the transportation policy to embrace the notion of courtesy transportation, the principle of extending courtesy because the capability exists is emphasized. If the Board determines to maintain the current wording of article 5 of the transportation policy, the principle of equity is emphasized.

#### Basic Procedures

The Halton and Waterloo School Boards transportation policy/procedure wording provides a basic framework from which to develop an 'empty seat' protocol.

The following were identified as important elements of conditions to be included in the basic framework of the procedure:

- that available space exists on an existing bus route and no changes to bus stops, time or route are required
- courtesy transportation cannot be implemented until October at the earliest (2000/2001 initial implementation would be later).
- requests to ride under the courtesy transportation procedure be sent in writing to the school principal.
- that granting permission to ride the vehicle does not create any additional cost to the Board.
- parents must sign a letter acknowledging that courtesy transportation is for the current year only, and that it may be withdrawn with 48 hours notice





In addition, it was identified that the actual capacity on 72 seat transportation vehicles varies depending on the age of the student transported. Consequently, a Courtesy Transportation Procedure should provide an operating guideline on the working capacity of large buses by school organization (i.e. middle school capacity would be less than junior school capacity guideline).

### **Allocation Methodology**

It is anticipated that a courtesy transportation procedure will result in the dilemma that the demand for seats exceeds the supply. Of tremendous concern to the Principals is the potential controversy that may result in the local school in such a circumstance. A recognized allocation methodology is required to provide guidance on how to allocate any seats available when this circumstance prevails. Elementary Principals overwhelmingly support the existence of a board-wide criteria (all elementary principals were canvassed and of the 60 who responded, 56 support this approach) so that this issue is addressed on a consistent basis across the system and that the criteria be developed in consultation with school council representatives.

The following potential allocation methodologies (identified to date, not an all-inclusive list) need to be discussed at length and prioritized:

- Younger students first
- Residence furthest from the school first
- Health considerations
- Safety issues
- Accompany younger siblings
- Social circumstances

The development of this criteria is of paramount importance to ensure that Principals are not subject to unwarranted criticism when the availability of seats is not sufficient to extend Courtesy Transportation service to all those who submit an application. Such a criteria would also need to operate in reverse in the event that courtesy transportation must be removed from a student for operational purposes.

### **Cautions**

- **Behaviour**  
The likelihood of behavioural problems on transportation vehicles increases as ridership increases. Therefore, Courtesy Transportation provision will likely increase the time Principals spend on transportation behaviour issues.
- **Legal Liability**  
It should be noted that as student ridership increases, the Boards exposure to legal liability also increases.

### **Consultation**

Should the Board determine to pursue the extension of courtesy transportation, it is suggested that a representative group of Principals, School Council members, and Home and School members be established to develop the required Courtesy Transportation Procedure for Executive Council consideration.



CAS ON HW W26

A33B

2000

URBAN MUNICIPAL

OCT 10 2000

GOVERNMENT DOCUMENTS

URBAN  
MUNICIPAL

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

BUSINESS COMMITTEE

Thursday, October 12, 2000

7:00 p.m.

A G E N D A

7:00 p.m.

1. Call to Order
2. Approval of Minutes of August 17, September 7, September 14 and 21, 2000
3. Business Arising from the Minutes
4. Approval of Agenda

L. Orban

ACTION ITEMS:

5. Allocation of Additional ISA 2 + 3 Funding
6. Request for Liquor License – Delta Secondary School
7. Community Access Project (C.A.P.)
8. Verbal Report re Courtesy Transportation Procedure

D. Grant, M. Botting  
E. Bond  
W. Joudrie  
D. Grant

CORRESPONDENCE:

Nil.

DISTRIBUTION:

Nil.

**9. Public Questions for Clarification**

Future Meetings:

Board	October 19, 2000	8:00 p.m.
Special Education Advisory Committee	October 25, 2000	7:00 p.m.
Education Committee	November 2, 2000	7:00 p.m.
Business Committee	November 9, 2000	7:00 p.m.
Board	November 16, 2000	8:00 p.m.
Special Education Advisory Committee	November 29, 2000	7:00 p.m.





# MINUTES OF THE SPECIAL MEETING OF THE BUSINESS COMMITTEE

August 17, 2000

Those present: Lillian Orban (Chair), Heather Bullock, Judith Bishop, Janice Dewar, Wes Hicks, Eleanor Johnstone, Ray Mulholland, Laura Peddle, Joseph Rogers and Bruce Wallace.

Regrets: Reg Woodworth.

In attendance: M. Matier (Director of Education and Secretary), A. Cupido (Superintendent of Plant Services).

Also in attendance:

D. Sage, Manager of Accommodation and Planning

The Chair called the meeting to order at 7:00 p.m.

At this time, the Chair stated that as a result of letters, phone calls and public comments, this meeting was scheduled in order that the Board may respond to concerns.

## 1. Approval of Agenda

**It was moved by W. Hicks: That the agenda be approved.**

**CARRIED.**

## ACTION ITEM:

### 3. Update re Implementation of the Transportation Policy

D. Sage presented the report. He highlighted the following points:

- The transportation committee met over an 18-month period.
- The amalgamated school Board now represents six municipalities all requiring transportation.
- At the time the walking distances were established, there was no cost attached.
- The former county board's walking distance was 4.8 km for secondary students; the new transportation policy has a walking distance of .8 km for any student in JK-OAC living outside the defined urban area.
- Once a student is on the school bus the board has a legal responsibility for their safety.
- Our Board transports 16,000 students per day based on the 1997 level of funding (adjusted for enrolment).
- The first of the two reports looks at the strategies that were implemented since the Board approved the policy.
- Following approval of the policy there was immediate action whereby all 60,000 students in the Board were sent a letter so parents could make some self-assessment to determine their transportation eligibility.
- The Board's communication strategy involved a letter to all students, additional phone lines for concerns and a detailed web page including bell-times, a copy of the transportation policy and a direct link to the transportation department was developed and implemented.
- Acknowledgement letters were sent to inform people their letters had been received.

**It was moved by W. Hicks: That the Update: Transportation Policy Implementation Report be received for information.**



D. Sage outlined the additional grant of \$250,000 would bring the funding model for transportation to 10.8 million dollars. Approximately \$250,000 had already been allocated from the working reserves.

Several trustees expressed frustration on behalf of concerned parents, noting it was difficult to get answers; however, they understood that D. Sage and the transportation department did the best they could with such a short timeline for implementation.

L. Peddle pointed out that based on the allocation for transportation received from the Ministry it seems the government only intends for 25% of our students to take a bus and the other 75% are expected to walk to school.

D. Sage provided the following clarifications in response to questions:

- the responsibilities of the staff answering the transportation hotline was to record the concern in order that someone from the transportation staff could respond.
- 42% of the transportation budget applies to the special education component (approximately 8% of students being transported).

J. Bishop emphasized the more moderate walking distances in comparison with surrounding boards, noting a student only has to live .8 of a km from a school in order to catch a bus in the non urban areas.

**It was moved by W. Hicks: That the question be called.  
CARRIED.**

To the motion, **CARRIED.**

## **2. Transportation Policy Implementation**

D. Sage reviewed the report. He noted that all calls and concerns have been logged. Historically students have had the opportunity to go to a school outside of their home school boundaries, and, as a result of the new policy implementation, certain issues have arisen, for example, catchment anomalies.

It was moved by L. Peddle: That the Board suspend the full implementation of clause 5 "Non-eligible Riders" of the Transportation Policy for the 2000-2001 school year, and permit ridership consideration to those families who received service last year, to fill identified empty seats only on 72 passenger vehicles, based on the following criteria:

- the length of time eligible riders on the vehicle will not normally exceed 60 minutes
- permanent identified empty seats will be based upon current vehicle loading factors
- students may only be accommodated on Board designated routes and stops
- no stops will be considered within the walking eligibility limits of the transportation policy
- no special education vehicles will be considered for access under this criteria
- no additional cost is to be incurred by the Board

H. Bullock felt that unless the recommendation gives direction to increase vehicles in order to accommodate more students.

It was moved in amendment by H. Bullock: That the first sentence be changed to read..."and permit ridership to those families who received service last year..."

Referring to the report of the safety hazard review committee, H. Bullock asked if their report could be brought to the next Business Committee.

B. Wallace also felt that September 14, 2000 would be too far into the school year and felt a report should be brought to committee sooner than that.

H. Bullock clarified her aim was to try to allow those students who are enrolled in the school they were told to attend by the Board would get transportation.

D. Sage suggested that removing the word "consideration" in the first sentence of the recommended action acknowledges the intent of the motion yet minimizes the cost impact.

L. Peddle pointed out that every time a modification is made to the transportation policy it will cost more money.

It was moved in amendment by B. Wallace: That bullet number four of the recommendation be removed.

LOST, 3 in-favour, 7 opposed.

It was moved in amendment by B. Wallace: That bullet number five of the recommendation be removed.

LOST, 5 in favour, 5 opposed.

J. Dewar emphasized that the Board should determine a permanent rather than temporary solution to the transportation safety hazard issues.

Speaking against the amendment, J. Bishop stated the change in wording might confuse parents and have them believe that all of those students who received transportation last year will again be eligible this year.

H. Bullock asked if there were other vehicles than the 72-passenger bus. D. Sage responded that there are also 20 passenger buses.

**It was moved by H. Bullock: That the recommendation read ...identified empty seats on 72 and 20 passenger vehicles...**

**CARRIED.**

D. Sage clarified that students with an older sibling will be eligible for empty seats on the bus.

**It was moved in friendly amendment by J. Bishop: That the first sentence of the recommended action read: ..."and permit ridership to students who have been approved to attend a school other than their designated school or to a day care limited to families who received service last year."**

L. Peddle advised members that unless the recommended actions are specific, they may be wide open to interpretation.



D. Sage responded to a query with respect to when parents will receive notification of these changes stating that, due to the timing of the changes, those parents will receive a notice the last week of August for their child's appropriate bus stop and pick-up time.

Stating he hoped there would be some flexibility with respect to the recommendations, B. Wallace asked whether or not new junior kindergarten students would be transported from the daycare in Ancaster to their school. D. Sage responded that this would only apply to those students who received transportation last year.

**To the amended motion, CARRIED, 7 in-favour, 3 opposed.**

**It was moved by B. Wallace: That a transportation safety hazard review committee be established with the following mandate:**

- develop criteria for the assessment of requests relating to hazards as identified by the community within the defined walking distance of the transportation policy and make recommendations to Board.**
- assess all identified hazards on file based on approved criteria and make recommendations to Board.**
- present recommendations from the committee to Board on a regular basis with the first interim report scheduled for September 7, 2000.**

B. Wallace clarified his motion changed the date in the recommended action to September 7, 2000 rather than September 14, 2000 as that would be too late to bring forward the report.

**To the motion, CARRIED.**

**It was moved by B. Wallace: That the Safety hazard review committee consist of the following representatives:**

- 2 from school council, (1 urban, 1 rural)**
- 2 from home & school (1 urban, 1 rural)**
- 2 municipal reps (1 from city, 1 from other five municipalities)**
- 2 trustees (1 from city, 1 from county)**
- Manger of Transportation**
- Manger of BMT 2000.**

**It was moved in amendment by J. Dewar: That there be two additional community representatives, one from the city one from the county on the safety hazard review committee.**

**CARRIED.**

It was moved by E. Johnstone: That two principals and up to a maximum of four trustees be added to the safety hazard review committee.

Speaking against the motion, B. Wallace felt trustees would have the opportunity to discuss the issue of transportation at the committee level and principals will have daily input at the school level.

To the motion, LOST.

Noting that bringing a report back to Business Committee on September 7, 2000 would be after the first day of school, H. Bullock suggested the committee might consider meeting on August 31, 2000.

D. Sage advised that, given the committee's mandate, meeting the August 31<sup>st</sup> date would be a challenge.

**It was moved by R. Mulholland: That the question be called.  
CARRIED.**

To the motion, **CARRIED**, 8 in favour, 2 opposed.

H. Bullock, J. Dewar asked that they be recorded as having voted in opposition.

Realizing that all safety concerns would not be addressed by the first day of school, B. Wallace reiterated his hope that there would be some flexibility with respect to transportation.

**It was moved by W. Hicks: That the meeting be adjourned at 8:50 p.m.  
CARRIED.**

kc

# MINUTES OF THE SPECIAL MEETING OF THE BUSINESS COMMITTEE

September 7, 2000

**Those present:** Lillian Orban (Chair), Judith Bishop, Heather Bullock, Janice Dewar, Wes Hicks, Eleanor Johnstone, Ray Mulholland, Laura Peddle, Joseph Rogers, Bruce Wallace and Reg Woodworth.

**In attendance:** Merv Matier (Director of Education and Secretary), Don Grant (Superintendent of Business and Treasurer), Ken Bain (Superintendent of Education – County West), Charles Reid (Superintendent of Education – City West), Elizabeth Bond (Superintendent of Education – Secondary East), Marguerite Botting (Superintendent of Education (Secondary East), Nora Campbell (Superintendent of Education – Mountain West), Krys Croxall (Superintendent of Education – County East), Tony Cupido (Superintendent of Plant Services), Pat Gillie (Superintendent of Education – Mountain East), Wayne Joudrie (Superintendent of Education – City East), Jim Wibberley, Superintendent of Education – Secondary West).

**Also in attendance:**

D. Sage, Manager of Accommodation and Planning

L. Orban called the meeting to order at 8:00 p.m.

## 2. Approval of Agenda

### Added item

5. Empty Bus Seats- L. Orban

**It was moved by B. Wallace: That the agenda be approved as amended.**

**CARRIED**, 2 opposed.

B. Wallace asked if the public could ask questions for clarification at the end of the meeting. L. Orban agreed the public may ask questions for clarification; however, not questions for debate.

To the motion, **CARRIED**. 2 opposed.

## ACTION ITEM:

### 3. Update: New School on Templemead Road

D. Grant reviewed the report noting that a public information meeting has been tentatively set for September 25, 2000. He added that Jim Koyanagi, the architect for the new school, was also in attendance tonight.

Pointing out that since the approval of the design for the new Templemead school in May 2000 a contract has been agreed upon with an architectural firm, D. Grant stated a copy of the amended site plan is included in the report with a projected opening date of September 1, 2002. He noted the design does not include provision for a daycare centre and the province no longer offers funding for the construction of day care centres.

J. Dewar thanked administration for the report; however, stated she could not support the motion due to the fact that there are areas on the Stoney Creek mountain who are in need of a new school.

Responding to a query about the floor plan of the new school, P. Gillie stated it was put together earlier in the spring. Although the titles of the rooms may change, it captures very well the type of space required to be in line with Ontario Curriculum expectations.

J. Koyanagi, architect for the new Templemead school, responded to a query stating that the school could be redesigned to accommodate a day care.

**It was moved by J. Bishop: That the officials explore the possibility of a partnership with the Child Care Umbrella Board with respect to a daycare at the new Templemead School.**  
**CARRIED.**

**It was moved by E. Johnstone: That the report dated September 7, 2000 regarding the new school on Templemead Road be received for information purposes.**  
**CARRIED, 2 opposed.**

#### **4. Transportation Safety Hazard Review Committee Report**

At this time, M. Matier introduced the new Superintendent of Secondary West Schools, Jim Wibberley.

D. Sage noted the original transportation policy was adopted in June 2000 for implementation effective September 1, 2000. In response to safety concerns the Board adopted a motion that a review committee look at safety hazards. This committee met on August 23, 2000 looking at three safety themes: traffic, environment and social issues.

Referring to page 4-1, D. Sage recognized and thanked those members who participated in this challenge.

D. Sage emphasized the importance that the recommendations were clear and understood.

Trustees expressed the following concerns:

- the committee needs to continue to meet with respect to safety hazard concerns;
- the meaning of urban and non-urban may need to be defined;
- the committee's work and mandate need to be respected.

D. Sage responded that the committee believed they had met their mandate and brought forward the report with recommendations.

Responding to a question as to where people would now go with an appeal, M. Matier referred trustees to the second recommendation that would consider all appeals not addressed in the first recommendation.

Noting that everything cannot be resolved and the funding issue is the reason for the problem,

**It was moved by L. Peddle: That clause 1, of the Transportation Policy, Eligibility for Regular Home-to-School Transportation Service be amended to include clause 1c as follows:**

**Students who reside outside of the developed urban areas and within the defined walking distance will be eligible for transportation services based on the following criteria:**



- **there is significant arterial roadway, (Highway), situated between the student's residence and their designated school**
- **this roadway has no municipally defined pedestrian walkway**
- **whereby this roadway is required to be directly crossed to attend the Board designated school but there are no traffic control lights or crossing guard to assist with the crossing.**

B. Wallace did not believe the mandate of the committee had been met nor was their work finished.

As a member of the Transportation Safety Hazard Review Committee, W. Hicks expressed frustration since he felt every committee member understood the recommendations that were agreed upon. No member stated that the committee should meet again; rather, they were to contact D. Sage with any changes or recommendations for the final report to Business Committee.

B. Wallace noted that communication difficulties had prevented him from providing comment on the committee's report.

R. Woodworth expressed concern that the safety committee's recommendation helps certain people but not others, feeling that all people's issues need to be considered.

H. Bullock stated her understanding was that the initial recommendations from the committee identified important issues; however, the second recommendation has to do with working in partnership with the municipality. It now appears there is no avenue for people to raise their concerns as she thought they would be able to do. She emphasized that all children whether they live in an urban or non-urban area need to be recognized.

B. Wallace noted that the motion on the floor does not cover all of the recommendations; however, it covers the most controversial ones.

**Following continuing disruptions from the audience, it was moved by J. Dewar: That the Board take a five minute recess.**  
**CARRIED.**

B. Wallace suggested the motion be reworded as follows:

That clause 1 of the Transportation Policy, Eligibility for Regular Home-to-School Transportation Service, be amended to include clause 1c as follows:

Students residing within the defined distance will be eligible for transportation services when the path of travel would be along a roadway meeting the following criteria:

- there is an arterial roadway and/or highway situated between the students residence and their designated school;
- the identified roadway and/or highway has no municipally defined pedestrian walkway;
- it is necessary to cross an arterial roadway and/or highway to attend the board designated school but there are no traffic control lights or crossing guard to assist with the crossing.

J. Bishop felt that removing the words "outside the developed urban area" would leave the statement open-ended. This would then leave no reason to have sidewalks or crossing guards.

Based on Business Committee discussion, L. Peddle re-worded her motion as follows:



It was moved by L. Peddle:

That clause 1 of the Transportation Policy, Eligibility for Regular Home-to-School Transportation Service, be amended to include clause 1c as follows:

Students residing outside the developed urban areas and within the defined walking distance will be eligible for transportation services when the path of travel could be along a roadway meeting the following criteria:

- there is an arterial roadway and or highway situated between the students residence and their designated school; and
- the identified roadway and or highway has no municipally defined pedestrian walkway; or
- it is necessary to cross an arterial roadway and or highway to attend the board designated school but there are not traffic control lights or crossing guard to assist with the crossing.

L. Peddle noted that "outside the developed urban areas" was not deleted from the original motion.

It was moved by L. Peddle: That the question be called.  
**CARRIED.**

To the motion, **CARRIED**, 8 in favour, 1 opposed, 2 abstentions.

It was moved by H. Bullock: That the Transportation Safety Hazard Review Committee define the difference between urban and rural.

Stating this would be unfair to certain students, R. Mulholland noted that he could not support this motion.

J. Bishop felt the concern is that the committee look at safety issues that consist of particular circumstances, not the definition of what urban and non-urban mean.

Noting she had hoped to create equity, not debate, H. Bullock withdrew her motion. The members agreed.

It was moved by R. Woodworth: That clause (4) of the transportation policy be rescinded.

Speaking against the motion, J. Bishop stated this would make the work of the safety hazard review committee very difficult and there would be no appeal process to follow.

Also speaking against the motion, W. Hicks cautioned that removing clause (4) would hinder any chance of an appeal for a crossing guard for those students crossing at a busy intersection.

To the rescinding motion, **LOST.**

It was moved by E. Johnstone: That the Transportation Safety Hazard Review Committee be reconstituted in order to consider the transportation appeals.  
**CARRIED.**

At this time, R. Mulholland assumed the Chair.

L. Orban felt that for those students where a recognized safety hazard exists that she needed to put a motion on the floor.

It was moved by L. Orban: That those students on the south mountain who face a safety hazard due to no transportation, and, who received transportation last year, should have their transportation reinstated.

R. Mulholland ruled the motion was out of order as the Transportation Safety Hazard Review committee was to look at defining what constitutes a hazard. L. Orban resumed the Chair.

It was moved by J. Dewar: That bussing be reinstated, as it was in the past, for one year until all safety appeals have been solved.

Reiterating that the issue of transportation was an emotional one, B. Wallace stated that trustees should not be blaming administration for these difficulties. He reminded trustees the Board approved the policy for implementation for September 2000 even when administration stated it would take 6-8 weeks to do the routing. He noted that there are still ways to be considered for transportation through the appeal process.

J. Dewar withdrew the motion. The members agreed.

## **5. Empty Seats**

B. Wallace asked what direction had been given to principals with respect to transportation. M. Matier responded that at the Administrators' meeting last Thursday, there was verbal and written direction that there be a period of leniency, with respect to transportation, that does not have a defined end point.

B. Wallace suggested that administration be asked to bring back a procedure that would allow principals in consultation with their school councils to develop a plan on how to fill empty bus seats.

**It was moved by B. Wallace: That administration bring back a plan or procedure as to how principals, in consultation with their school councils, can fill empty bus seats on buses already travelling to schools. This report to be brought forward to the September 14, 2000 meeting of the Business Committee.**

Speaking to the motion, W. Hicks was opposed to any process that would lead to some students being chosen to receive empty seats while other deserving students would not.

Speaking in support of the motion, R. Woodworth advised that the surrounding Boards such as Waterloo and Halton have an "empty seat" policy.

At this time,

**It was moved by R. Mulholland: That the meeting be extended until 11:00 p.m.  
CARRIED.**

J. Bishop pointed out that the motion was simply asking the officials to come back with some suggestions as to how those buses, that currently have empty seats, could be filled.

R. Mulholland clarified this would be at no cost to the Board, members agreed.

**It was moved by H. Bullock: That the question be called.  
CARRIED.**

To the motion, **CARRIED**, 8 in favour, 1 opposed, 2 abstentions.

R. Woodworth asked how distance discrepancies were going to be addressed. D. Sage responded that as the areas of concern are identified the transportation department would physically check them. He added the transportation department is working as diligently as possible within the resources that are available.

Responding to a question from the public, M. Matier stated that since the Safety Hazard Review Committee had been reestablished those members would have to be contacted in order to set a meeting date. He expressed his reluctance to make a time commitment on behalf of the committee.

The meeting then adjourned at 10:55 p.m.

kc

**MINUTES OF THE BUSINESS COMMITTEE**  
**SEPTEMBER 14, 2000**

Those present: Lillian Orban (Chair), Judith Bishop, Heather Bullock, Janice Dewar, Eleanor Johnstone, Wes Hicks, Ray Mulholland, Bruce Wallace and Reg Woodworth.

Regrets: Joseph Rogers.

In attendance: M. Matier (Director of Education and Secretary), D. Grant (Superintendent of Business and Treasurer), K. Bain (Superintendent of Education – County West), E. Bond (Superintendent of Education – Secondary East), M. Botting (Superintendent of Instructional Services), N. Campbell (Superintendent of Education – Mountain West), K. Croxall (Superintendent of Education – County East), A. Cupido (Superintendent of Plant Services), W. Joudrie (Superintendent of Education – City East), C. Reid (Superintendent of Education – City West), and J. Wibberley (Superintendent of Education – Secondary West).

Also in attendance:

D. Sage, Manager of Accommodation and Planning

L. Orban called the meeting to order at 7:00 p.m.

**2. Approval of Minutes of June 8, 20 and July 24, 2000**

B. Wallace requested that these minutes be considered and voted on separately.

**It was moved by R. Mulholland: That the minutes of June 8, 2000 be approved.  
CARRIED UNANIMOUSLY.**

**It was moved by W. Hicks: That the minutes of June 20, 2000 be approved.**

Referring to Page 7 regarding the motion on the implementation date of September 2000 for the Transportation Policy, B. Wallace requested the minutes be amended to reflect that he also voted in opposition to **this motion.**

Noting there **was** no motion to extend this meeting beyond 10:30 p.m., B. Wallace believed the Board did not follow **the Rules** of Order. He remembered the Chair of the Board announced that, due to a timed Board agenda item, this committee had to adjourn and reconvene when there was time. He observed that when a meeting extends later in the evening, people often become tired and eager to leave, resulting in hurried decision-making. B. Wallace recalled his motion to adjourn was defeated that night.

The Chair clarified that, per the rules, a simple majority is required to determine whether or not trustees wish to continue with the meeting.

B. Wallace noted raising his concerns with the Director and asked that legal opinion be obtained on the matter. To his recollection, he only received a verbal response and has since been waiting for the legal opinion in writing.

The Director recalled that a written report, including legal opinion from the Board's solicitor, was earlier provided to all trustees. He offered to provide B. Wallace a copy of this report.

To the motion, **CARRIED, 2 ABSTENTIONS.**



It was moved by E. Johnstone: That the minutes of July 24, 2000 be approved.

**CARRIED, 1 ABSTENTION.**

When B. Wallace inquired about the minutes of the August 17<sup>th</sup> Special Business Committee meeting, the Director advised that the minutes were completed and proofread but there was not sufficient time to distribute these prior to this meeting.

**3. Business Arising from the Minutes**

Nil.

**4. Approval of Agenda**

The following items were added:

9(a) Catchment Area (Copetown) – B. Wallace

9(b) Transportation for Students in Gifted and Other Special Programs – J. Bishop

Noting the June 8<sup>th</sup> in-camera minutes in the agenda package, R. Woodworth felt the need for an in-camera session to approve these.

**It was moved by H. Bullock: That the agenda be approved, as amended.**

**CARRIED, 2 ABSTENTIONS.**

**ACTION ITEMS:**

**5. Ontario Public School Boards' Association – 2000/2001 Membership Fees**

In presenting this annual report, D. Grant noted the figure referred to in the recommendation has been reflected in the 2000/2001 budget.

**It was moved by R. Woodworth: That the 2000/2001 Ontario Public School Board's Association Membership Fee in the amount of \$87,782.80 (GST included) be approved.**

Responding to questions, B. Wallace provided the following information:

⇒ York District School Board and a couple of school boards in Northern Ontario have not considered OPSBA membership.

⇒ Financial statements are presented at the OPSBA's annual general meeting in June.

To the motion, **CARRIED, 2 ABSTENTIONS.**

**6. New Travel Rate**

D. Grant reviewed the report.

**It was moved by B. Wallace: That the New Travel Rate Report dated September 14, 2000 be received for information.**

**CARRIED.**

**7. Update: Riverdale Community Recreation Centre**

In updating the members about this project, D. Grant indicated that, in terms of the requirements from our board, everything is in place. The City is still working on some issues.

**It was moved by H. Bullock: That the Board receive the Update Report dated September 14, 2000 regarding Riverdale Community Recreation Centre for information.**



When R. Mulholland requested clarification of the term "disposition", D. Grant recalled that members were advised of two possible approaches for this project, i.e. license agreement or conveying ownership of the land to the City. It was deemed that the last process could be too time consuming thereby delaying this project considerably.

Responding to a further question from R. Mulholland, D. Grant read the provisions of Regulation 183, noting that the Ministry has confirmed that it is not necessary for the Board to submit the plans and specifications regarding the project to the Ministry. If disposition of the land is pursued by the Board, it will be necessary to comply with Section 194 of Education Act.

To the motion, **CARRIED UNANIMOUSLY.**

#### **8. Verbal Update: Allan A. Greenleaf Elementary School**

Recalling his update at the Education Committee meeting last week, K. Bain remarked that he was not intending to apprise members about this new school on a weekly basis.

**It was moved by B. Wallace: That the verbal update re Allan A. Greenleaf Elementary School be received for information.**  
**CARRIED.**

#### **9. Transportation**

Requesting some time for the members to read the considerable information contained in the laydown report regarding Courtesy Transportation, E. Johnstone expressed her disappointment with the short timeline provided the trustees to make decisions.

Noting his motion at the September 7, 2000 Business Committee meeting specifically asked for a plan/procedure to address the empty bus seats, B. Wallace was disappointed that the report before the members was not in response to such request. He construed the proposal to establish another committee as "re-inventing the wheel".

The Chair, in consultation with the members, permitted D. Grant to review the report.

Drawing attention to Page 9(a)-2, D. Grant noted that the discussion regarding the filling of empty seats on buses draws two key principles in to conflict with one another, i.e. equity and capability. The decision rests with the Board as to which of these principles should be emphasized.

**It was moved by R. Woodworth: That article 5 [*Non-eligible Riders - Students not qualifying for transportation service according to the eligibility criteria will not be permitted to ride any vehicles having empty seats.*] of the Transportation Policy be rescinded.**

H. Bullock requested a verbal update about transportation, particularly the progress of the Safety Hazard Review Committee, and asked if the rescinding motion could be delayed until the members hear this.

**It was moved by B. Wallace: That the rescinding motion be tabled until after the verbal update.**  
**CARRIED, 7 IN FAVOUR, 2 OPPOSED.**

D. Sage advised that since the Board approved the implementation of the Transportation Policy, the Transportation Department has been engaged in several activities. The department, consisting of one less than 3.0 FTE resource personnel, has been focused on the transportation issue and continue to do

an excellent job. He commended the considerable efforts and dedication of these staff in delivering a monumental task over a short timeframe.

Through the eight-week period, D. Sage indicated that 60,000 students had to be assessed in accordance with the policy. Eligibility had to be determined, type of vehicle decided and routes designed. To date, transportation services have been established for approximately 15,000 students and information is monitored daily with respect to the 2,700 designated stops. It was determined that 1,800 students will be impacted by the new policy. D. Sage noted that the policy and the approved walking distances have increased transportation to about 200 students. He pointed further that the approved amendments to the policy last August 17th put approximately 450 students back on busses and, in looking at the issue of safety hazards, the decision reached by the Board at the September 7<sup>th</sup> meeting will add about 140 more students.

D. Sage reported further that given the anticipated number of parental concerns and issues around the implementation of the new policy over the summer, our board installed additional telephone lines and developed a website/e-mail to address the overwhelming public calls -- about 3,000 phone calls and more than 100 e-mail/letters were received. Temporary staff were also hired to assist in responding to the calls and due to the stressful and challenging nature of the dialogues/conversations over the phone lines, staff had to be replaced several times.

In concluding his update, D. Sage assured the members that his department will continue its best efforts to address the numerous concerns/issues around transportation.

On behalf of the members, L. Orban expressed appreciation for the update and praised staff for their hard work and commitment in handling this contentious issue.

When J. Dewar asked how the rescinding motion would affect the progress of the implementation of the transportation policy, D. Sage explained that, as this pertained to Article 5 [empty bus seats on buses already travelling to schools], a report will be developed to establish the criteria. He noted that the number of empty seats could be changing daily, e.g. the JK figures have not been factored to date. D. Sage emphasized that eligible students will need to have precedence over non-eligible students.

In terms of savings, D. Sage advised H. Bullock that for large vehicles there has been a reduction of about 20 (from 192 to 172) and other vehicles mostly for special needs students were down by 7. Changes are anticipated as the whole process is finalized.

J. Bishop stressed the importance of proper documentation of those students receiving special transportation arrangements (whether permanent or temporary) from the Board. She added this will facilitate future review of eligibility for student transportation service.

R. Woodworth stressed the urgency of addressing the concerns pertaining to walking distance in his ward.

D. Sage referred to the transportation software used at the County and still used by BMT in determining the correct walking distance. Confirming that the parameters of this software remain unchanged, he said staff will physically measure the distance for problem areas. D. Sage assured members of continuing efforts to address the issue.

R. Woodworth recalled that the accuracy of the software had not been challenged because at that time most of the students were bussed due to safety reasons. He referred to schools where the main entrance being measured is not the actual entry point into the school.



Sharing R. Woodworth's concerns, H. Bullock advised of schools where the doorway is actually a long walkway away from the measured point. She maintained that the appropriate measurement should be to the actual entrance door into the school.

D. Sage clarified that the approved policy referred to the "first maintained entrance", noting that the interpretation of this policy has been applied consistently across the system.

**It was moved by B. Wallace: That the following motion be lifted from the table:**

**That article 5 [*Non-eligible Riders - Students not qualifying for transportation service according to the eligibility criteria will not be permitted to ride any vehicles having empty seats.*] of the Transportation Policy be rescinded.**

**CARRIED.**

To the rescinding motion. **CARRIED, 6 IN FAVOUR, 2 OPPOSED, 1 ABSTENTION.**

It was moved by J. Bishop: That article 5 of the Transportation Policy read as follows:

Courtesy Transportation

Courtesy transportation may be provided for students residing within the defined walking distance subject to the Courtesy Transportation Procedure and at no cost to the Board.

D. Grant clarified for E. Johnstone that administration had an opportunity to consult with a small group of principals; however, the short timeline for reporting back to the Board did not permit consultation with school councils.

The Director noted that the rationale behind the proposed committee was to comply with what trustees requested, i.e. consultation with school councils/community. He then drew attention to the mandate and parameters outlined on Page 9(a)-1 with respect to the work of this committee.

Considering it a top priority of the Board, R. Woodworth would like to ensure that the issue on safety hazards are addressed first.

It was moved by R. Woodworth: That the motion be tabled until the safety distance concerns are addressed.

Expressing her concern on the potential delay with tabling the motion, H. Bullock would like to see detailed information on the actual number of empty bus seats and the work of the Transportation Safety Hazard Review Committee getting started.

B. Wallace supported the tabling motion, believing that the safety issue was not fully addressed when the new policy was approved.

Although she acknowledged that safety is a significant issue, J. Bishop was apprehensive that, with the policy silent about non-eligible riders, public perception could be that every student has the right to bussing.

L. Orban requested R. Mulholland to assume the chair to permit her to speak on the issue. Stating that courtesy transportation is a simple way to fill the empty bus seats and noting that there is already criteria in place for students meeting the safety concerns, L. Orban would like to see these students get priority to the empty seats. She then resumed the chair.

B. Wallace opined that safety concerns should always be foremost regardless of the walking distance. If there is still available space in the bus, then this may be filled temporarily for other reasons.

Not supportive of the tabling motion, J. Dewar believed these two issues could be considered concurrently given the timelines involved.

R. Woodworth offered to withdraw his tabling motion as long as the safety hazard issue will be the first priority.

R. Woodworth withdrew the tabling motion and it was **CARRIED, 8 IN FAVOUR, 1 OPPOSED.**

**It was moved by B. Wallace: That the question be called.**  
**CARRIED, 7 IN FAVOUR, 1 OPPOSED, 1 ABSTENTION.**

To the motion, **LOST, 3 IN FAVOUR, 4 OPPOSED, 2 ABSTENTIONS.**

J. Bishop suggested that another motion basically the same wording as the lost motion be considered, but including the identified elements of conditions outlined under Basic Procedures on Page 9(a)-2. She suggested the following additional element: *"that the implementation plan be developed by a Board-wide committee"*.

J. Dewar suggested that the following wording pertaining to courtesy transportation be considered: *"Courtesy transportation may be provided for students residing within the defined walking distance subject to a procedure at no cost to the board after all the safety hazards are addressed and an implementation plan come back to the Board"*.

The Chair felt that a short break was required to allow the members to reflect on the issue.

**It was moved by B. Wallace: That the meeting be recessed.**  
**CARRIED.**

The meeting reconvened at 9:30 p.m.

**It was moved by J. Bishop: That administration be directed to establish a committee in order to develop a Courtesy Transportation Procedure in accordance with the mandate, parameters, timeline and composition as outlined in Appendix A dated September 14, 2000.**

In reaction to a previous query from R. Woodworth, the Director affirmed that administration's first priority is to look at the eligibility of the riders along with the safety hazard concerns and then consider a procedure for addressing empty bus seats.

H. Bullock said she would be supportive if the timeline could be shortened. She also pointed to the need for developing a Board-wide allocation criteria and procedure in addressing empty bus seats. She then suggested adding the phrase *"and that an interim report be brought back to the October 12, 2000 Business Committee meeting"*.

J. Bishop accepted this as a friendly amendment.

In response to queries pertaining to the Transportation Safety Hazard Review Committee, clarifications were provided as follows:

- ⇒ D. Sage advised that the committee will meet sometime next week. He assured the members of parental input/involvement in the review process.
- ⇒ D. Grant indicated that the committee will consider the nature of appeals received, identify examples of extraordinary hazardous situations, develop criteria and prepare recommendation(s).
- ⇒ In terms of expertise of the committee members, it was noted that membership included two municipal representatives (from both the City and County) and one representative from the City's Traffic Department.

W. Hicks voiced his opposition to the motion, concluding that the mandate was too restrictive. He indicated that this will cause considerable pressure on a number of people.

To the motion, **CARRIED, 8 IN FAVOUR, 1 OPPOSED.**

L. Orban requested R. Mulholland to assume the chair.

It was moved by L. Orban: That, as an interim measure, those students who were previously provided bus service due to safety hazards be given priority for empty seats, at no cost to the Board, until the appeals have been heard.

D. Sage, in reply to the members' queries, clarified that it would not be possible to identify all students who were transported in previous years due to safety hazards.

L. Orban recalled that last year those students with safety concerns were identified and recognized by our board, believing that the schools may have their records. She stressed the interim nature of this arrangement pending the results of the appeal process.

To the motion, **LOST, 2 IN FAVOUR, 4 OPPOSED, 3 ABSTAINED.**

L. Orban resumed the chair.

It was moved by H. Bullock: That the nearest first maintained entrance stated in the Transportation Policy refer to the nearest first doorway which students can enter the school.

The members comments were noted as follows:

- ⇒ Expressing her concerns with the wording, J. Bishop commented that approval of this motion may require a review of the entire policy.
- ⇒ J. Dewar felt the intent of the motion could over ride the considerable work and efforts of staff over the summer.
- ⇒ Supportive of the motion, R. Woodworth noted several schools in his ward have this entrance problem.
- ⇒ B. Wallace said the direction (and not the policy) should be revisited and that interpretation of the entrance door should simply be "the actual door into the school".
- ⇒ Voicing concerns with this issue in her ward, H. Bullock said she was not suggesting that the policy wording be changed. She viewed the interpretation of the policy as quite rigid for some schools where concerns were identified.

To the motion, **LOST, 3 IN FAVOUR, 5 OPPOSED, 1 ABSTENTION.**

It was moved by R. Mulholland: That the Manager of Accommodation and Planning notify those who have submitted safety hazard appeals so they are aware the appeal has been received and is being looked at.



D. Sage advised of the significant number of appeals received by the Transportation Department, noting a database of these appeals has been developed that will facilitate sending these notices.

To the motion, **CARRIED, 1 ABSTENTION.**

**9(a). Catchment Area (Copetown) – B. Wallace**

Advising the members of bussing concerns in this catchment area, B. Wallace noted that the catchment definition was the "grey area". To his recollection, the Board has **never** come up with a single school solution for the students who live in the Copetown area.

B. Wallace then read a letter expressing concerns from **one** of the **parents** affected by the issue. He strongly felt that the Board should honor its past **commitment** for **transportation** services to this community.

D. Sage noted the catchment areas defined by the former boards have not been changed to date. The Board-approved motion relative to the policy implementation **specified** that students may only be accommodated on Board-designated routes and **stops**.

D. Grant clarified that the implementation process is proceeding based on the approved policy. Assuring the members of consistent **implementation** across the system, he affirmed that all appeals/concerns will be investigated and addressed **appropriately**.

B. Wallace reiterated that he **believed** this **particular** case is within the catchment area and he was confident that the school principal could confirm this. In his opinion, the policy has not been applied appropriately.

Expressing confidence that **Transportation** staff will look into this case in accordance with the new policy, the **Director** perceived that **what** was being asked of administration at this time was to effect an additional stop.

B. Wallace contested **further** that this particular family lives two miles away from the nearest school.

At 10:30 p.m.,

It was moved by B. Wallace: That the meeting be extended to 11:00 p.m..

**LOST, 4 IN FAVOUR, 4 OPPOSED, 1 ABSTAINED.**

**Adjournment**

It was moved by R. Woodworth. That the meeting be adjourned, this being done at 10:30 p.m.

**MINUTES OF THE SPECIAL MEETING**  
**OF THE BUSINESS COMMITTEE**  
**September 21, 2000**

Those present: Lillian Orban (Chair), Heather Bullock, Judith Bishop, Wes Hicks, Eleanor Johnstone, Ray Mulholland, Laura Peddle, Joseph Rogers, Bruce Wallace, Reg Woodworth and A. Nikolic (Student Trustee).

Regrets: Janice Dewar

In attendance: M. Matier (Director of Education and Secretary), D. Grant (Superintendent of Business and Treasurer), K. Bain (Superintendent of Education), E. Bond (Superintendent of Education), K. Croxall (Superintendent of Education), A. Cupido (Superintendent of Plant Services), P. Gillie (Superintendent of Education), C. Reid (Superintendent of education), J. Wibberley (Superintendent of Education).

The Chair called the meeting to order at 7:40 p.m. noting that the purpose of this meeting was to complete the September 14 agenda.

**2. Approval of Agenda**

Added items:

- Transportation for Gifted Students (added at the September 14 meeting)
- Bus Tickets

**It was moved by L. Peddle: That the agenda be approved as amended.**  
**CARRIED.**

**ACTION ITEMS:**

**3. Request for Liquor License – Westdale Secondary School**

In presenting the report, J. Wibberley requested that the date of the function be changed to Saturday, February 17, 2001.

**It was moved by J. Bishop: That The Hamilton-Wentworth District School Board grant permission to the Westdale Secondary School Alumni group to obtain a liquor license for a dance which is to be held at Westdale Secondary School, Saturday, February 17, 2001.**

J. Wibberley responded to a question that the dance is a fundraising event for the school.

**To the motion, CARRIED, 8 in favour, 2 opposed**  
**E. Johnstone asked to be recorded has having voted in opposition.**

**4. Transportation – Gifted Students**

J. Bishop, noting that her concern was with the identified gifted students who were attending Westmount Secondary School, asked administration for their interpretation of Article 7 in the Transportation Policy. She believed that the intent of this Article was to ensure specialized programs in the secondary schools would be available to identified special education students recognizing not all programs are in all schools.

J. Wibberley responded that the words “placed” and “determined” in Article 7 have caused some difficulty in interpretation. Based on the fact that none of the gifted students at Westmount are placed there – it is the students program of choice – and students do not have to go through an IP&RC in order to enrol at Westmount, it has been administration’s interpretation that this Article does not permit the Board to offer transportation services to students in the gifted program at Westmount.

J. Bishop pointed out that the spirit of the Article was to ensure that financial constraints of the students or parents would not preclude special education students from having access to appropriate programs. She was disappointed that the difficulties of this article had not been drawn to the trustees’ attention. She believed that other articles in the policy covered other transportation scenarios for special education students and questioned the intent of Article 7 if it was not to address concerns such as those raised at Westmount Secondary School.

W. Hicks concurred with J. Bishop’s concerns and, noting that bus tickets were provided in the past to these students, suggested the trustees had an opportunity this evening to clarify this operational concern through a motion giving such direction.

J. Wibberley responded to a question that many secondary schools offer enriched programs but not gifted programs.

L. Peddle, suggesting that if the Westmount program was not declared a special program for gifted students whereby a student who chooses to attend this program qualifies for bus tickets, then it was an elite program.

K. Bain responded to a question that students attending the gifted program at Viscount Montgomery School are placed into that program and therefore qualify for bus tickets depending on distance criteria. Students attending Westmount do so as their school of choice and are not directed by the Board to attend that school.

M. Matier clarified that Westmount is not considered a magnet gifted program. Students choose to go to this school because of the self-paced program. He noted that the Senior Officials find Article 7 problematic and suggested that it be revisited for intent and rephrased for clarity.

When E. Johnstone questioned the Board’s obligation under the Education Act, D. Grant stated that the Education Act is clear that the provision of transportation is something school boards have the authority to provide (i.e. may do) but that the provision of transportation is not mandated (i.e. something that school boards must provide).

L. Peddle asked if an identified gifted student at Sherwood Secondary School would receive the identical program as a gifted student at Westmount.

E. Bond indicated that the curriculum offered would be the same as required through the Ministry of Education; however, the method of delivery is different due to the self-paced aspect at Westmount.

L. Peddle suggested that parents’ perception is that their gifted child is directed to Westmount which is different than the position outlined by administration.

W. Hicks emphasized that the program at Westmount is focused on gifted students and questioned the indication that it is basically the same program as at other secondary schools.



Noting that the September meeting of the Board was scheduled to start,

**It was moved by H. Bullock: That the Business Committee recess and reconvene following the Board meeting.**

**CARRIED, 5 in favour, 4 opposed.**

The meeting resumed at 10:15 p.m.

Trustees J. Dewar, J. Rogers and B. Wallace were not in attendance.

It was moved by J. Bishop: That the second paragraph in Clause 7. of the Transportation Policy be replaced with the following: Transportation services will be supplied for secondary school students who need specialized programs, as recommended at their IPRC annual review, provided they live more than 3.2 kms from the school where the specialized program is located.

J. Bishop noted the motion attempts to deal with the issues identified by staff as creating difficulty in interpreting Article 7 as it is written. This would allow students who have specialized needs to go to a school other than that designated.

M. Matier, while agreeing that the motion brings some clarification for easier interpretation, suggested the officials be given an opportunity to re-word the article to ensure the intent is captured and that other difficulties don't arise.

**It was moved by R. Woodworth: That the motion be tabled and administration be directed to reword the second paragraph of article 7 for trustee consideration at the next Business Committee meeting.**

**It was moved in amendment by L. Peddle: That, in the interim, bus tickets be provided to gifted secondary students provided they are eligible under the walking distance criteria.**

R. Mulholland questioned why this direction was specific to secondary schools and elementary schools were not included. J. Bishop pointed out that elementary students are covered under the policy.

It was moved by E. Johnstone. That the meeting be adjourned.

LOST, 1 in favour, 7 opposed.

**To the amendment, CARRIED.**

Noting it was 10:30 p.m.,

**It was moved by R. Woodworth: That the Business Committee meeting be extended until the agenda is completed.**

**CARRIED.**

[E. Johnstone left the meeting – 10:30 p.m.]

**To the motion, as amended, CARRIED.**

## **5. Bus Tickets**

L. Orban noted that \$384,000 a year is spent on the provision of bus tickets under the transportation policy.

**CORRESPONDENCE****6. Resolution from Near North District School Board**

It was agreed to receive this correspondence for information.

**7. Village Treehouse re Transportation Policy**

R. Woodworth noted that parents have concerns around the lack of transportation from day care centres to school.

**It was moved by J. Bishop: It was moved by J. Bishop: That the Village Treehouse correspondence regarding day care issues be referred to the Early Learning Advisory Committee.**

R. Mulholland relayed the manner in which day care centres in his ward addressed this area by either walking the children to the school or through the provision of a van as part of the day care's service in getting the children to school.

**To the motion, CARRIED, 6 in favour, 1 opposed.**

**8. York Catholic District School Board re Opposition to Salary Increase to MPPs**

**It was moved by R. Woodworth: That the Chair of the Board write a similar letter to the Premier opposing the proposal to increase salaries of Members of Provincial Parliament.  
CARRIED.**

The meeting then adjourned at 10:40 p.m.



# A C T I O N      I T E M S

*BUSINESS COMMITTEE*  
*2000 10 12*



## The Hamilton-Wentworth District School Board

## Memo

**To:** Merv Matier, Director of Education and Secretary

**From:** Don Grant, Superintendent of Business and Treasurer  
Marguerite Botting, Superintendent of Instructional Services

**Date:** October 12, 2000

**Re:** Allocation of Additional ISA 2+3 Funding

**Recommended Action:**

Moved by: \_\_\_\_\_

That the non-allocated portion of the additional 2000/2001 ISA 2+3 funding be utilized to reinstate the 2000/2001 budget adjustment approved on June 20, 2000 relative to an increase in the number of special education educational assistants and the remaining differential be allocated to increase the Education Assistant Temporary Assistance budget.

**Rationale:**

As the Board is aware, the Ministry has confirmed that the validation rate regarding our 2000/2001 ISA 2+3 claims is 77.4% which will result in additional funding of \$1,392,465.

On June 20, 2000 the Board approved the following resolution:

**That the Board approve an increase in the number of special education educational assistants from 350.0 to 391.5 in the 2000/2001 budget to be funded from a reduction in the number of learning opportunities educational assistants from 30.0 to 10.5, a \$250,000 reduction in Occasional Teacher budget, a \$150,000 reduction in Classroom Supplies and Textbooks budget, a reduction of \$150,000 in the Educational Assistant Temporary Assistance budget and a reduction of \$50,000 in the Staff Development budget; and that the 19.5 learning opportunity educational assistants be re-established to the extent possible pending additional funding as a result of the ISA 2 and ISA 3 process.**

The re-establishment of the 19.5 learning opportunity educational assistants will account for \$600,000 of the \$1,392,465 leaving a non-allocated sum of \$792,465. Executive Council has discussed this issue and recommends that the other budget reductions noted in the June 20, 2000 resolution be reinstated (total amount \$600,000) and that the differential of \$192,465 be allocated to the Educational Assistance Temporary Assistant budget.





Should the Board approve the foregoing resolution, this will result in the non-allocated portion of the additional ISA 2+3 funding to be allocated to the following budgets:

Occasional Teachers	\$250,000
Classroom Supplies and Textbooks	150,000
Educational Assistant Temporary Assistance	342,465
Staff Development	<u>50,000</u>
	<u>\$792,465</u>

DG/GdeJ



#6

**M E M O**

---

**Date:** September 29, 2000  
**To:** Merv Matier, Director of Education  
**From:** Dr. Elizabeth Bond, Superintendent of Education, Secondary East  
**Re:** DELTA REQUEST

**Recommendation:**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_  
That the Hamilton-Wentworth District School Board approved the request from Foundation Delta to acquire a liquor license for the Alumni Band Recital and Social to be held on November 17, 2000.

**Rationale:**

Attached is the letter of request from Mr. Jon Sims, Principal, Delta Secondary School.

*encl*

*jc*

---

***Superintendent of Education  
Secondary East***







# Delta Secondary School

Office of the Principal

6-1 SEP 25 2000

1284 Main Street East  
Hamilton, Ontario L8K 1B2  
Telephone: (905)549-3031  
Fax: (905)312-0414  
Email: delta@hwdsb.on.ca

Dr. Elizabeth Bond  
Superintendent of Education,  
Hamilton – Wentworth District School Board  
Hamilton, Ontario

Dear Dr. Bond

As you are aware Delta's 75<sup>th</sup> anniversary in May was a tremendous success with thousands of alumni in attendance. This was a great public relations venture for our board. As a result many of the participants would like to continue to meet. One such group is our Alumni Band comprised of former students and parents of our existing student body. They are planning a very special event at Delta.

This letter is a request for you to seek board approval for securing a liquor license for this event. The event is a band recital followed by a social to be held in our auditorium and then cafeteria respectively. The event would take place on Friday November 17 in the evening and would only be open to adults, alumni and parents and not to the existing student body. Many of the alumni have spoken passionately about this evening and are looking forward to it.

If you have any questions do not hesitate to call me or any of our event organizers such as Mr. Bob Brattina or Mr. Murray Black.

Sincerely,

Jon Sims  
Principal  
Delta Secondary School



#7

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

MEMORANDUM

To: Merv Matier, Director of Education  
From: Wayne Joudrie, Superintendent of Education  
Date: October 12, 2000  
Subject: COMMUNITY ACCESS PROJECT (C.A.P.)

Recommended Action:

Moved by \_\_\_\_\_, that the Community Access Project for the H.W.D.S.B. be approved as outlined.

Rationale:

Industry Canada is currently promoting a program to create public access points for the internet. Their goal is to have 10 000 sites across Canada by March 2001. They have identified schools and school boards as natural partners in this project. The key conditions of approval include:

- provision of public access points for internet use for a period of 18 months,
- appropriate signage, and
- a registration/monitoring system.

In return, the school board will receive \$17 000 per school site.

The funds will be used to provide:

- a Project Coordinator,
- a Bookkeeper,
- a Technical Support,
- On-Site Supervisors, and
- additional funds for School Use (ie. computers, printers, etc.).

Adult-Based Continuing Education and Training Corporation (A.B.C. etc.) has agreed to manage the project on our behalf. This will ensure that pressure will not be added to our in-house staff who are already full subscribed.





7-1

All schools were introduced to the possibility of the Community Access Project in the Spring of 2000. The following schools have committed to participating:

- Stoney Creek Adult Learning Centre
  - Centennial Parkway Learning Centre
  - Glendale Secondary School
  - Red Hill Training Centre
  - Sherwood Secondary School
  - Lawfield Elementary School
  - C.B. Stirling Elementary School
  - Hill Park Secondary School
  - Industry Education Council Student Information Centre
  - Sir Allan MacNab Secondary School
  - West Hamilton Resource Centre
  - Waterdown Secondary School
  - Allan A. Greenleaf Elementary School
- 13 sites

Budget: (18 months)

- Revenues.... 13 x 17 000 Totals \$221 000

Expenditures:

- Coordinator 50 000
  - Bookkeeper 22 100
  - Technical Support 64 500
  - Advertising 6 630
  - Site Budget 13 x \$5 982 77 770
- \$221 000

id



URBAN  
MUNICIPAL

CAB ON HW 26  
A33 B  
2000

URBAN MUNICIPAL

NOV 06 2000

GOVERNMENT DOCUMENTS

*THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD*

SPECIAL MEETING OF THE BUSINESS COMMITTEE

Thursday, November 2, 2000

6:30 p.m.

A G E N D A

6:30 p.m.

1. Call to Order
2. Approval of Agenda

L. Orban

ACTION ITEMS:

3. Templemead Day Care Proposal

D. Grant





#3

## The Hamilton-Wentworth District School Board

## Memo

Approved for distribution  
by the Director.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

M. Matier  
Oct 27 00

**To:** Merv Matier, Director of Education and Secretary

**From:** Don Grant, Superintendent of Business and Treasurer

**Date:** November 2, 2000

**Re:** Templemead Day Care Proposal

**Recommended Action:**

Moved by: \_\_\_\_\_

That the Board authorize the Superintendent of Business and Treasurer to execute an agreement with the Umbrella Family and Child Centres of Hamilton (Umbrella Board) with respect to the construction of a child-care facility as part of the new Templemead School subject to all of the following provisions:

- initial agreement to be drafted by the Umbrella Board and forwarded to the School Board no later than November 9, 2000.
- final agreement to be in a form satisfactory to the School Board's solicitor.
- all construction costs associated with the child-care facility to be reimbursed, with interest, via monthly payments to the School Board within a term of 25 years
- the Umbrella Board agrees to reimburse the School Board for all costs incurred in order to prepare for construction of the day care should the capital cost per square foot or interest rate exceed projections and the Umbrella Board need to pull out of the agreement once tender results are known.
- the School Board retains ownership of the property and should the school be closed in the future any proceeds on sale would accrue to the School Board.
- design of child-care facility to be consistent with standard of most recent facilities in School Board schools.
- furniture and equipment requirements for the child-care facility are not included in this agreement and remain the direct responsibility of the Umbrella Board.

**Rationale:**

On September 7, 2000 the Board approved the following resolution:

**That the officials explore the possibility of a partnership with the Child Care Umbrella Board with respect to a day care at the new Templemead School.**

Contact was made the Umbrella Family and Child Centres of Hamilton (Umbrella Board) which resulted in the submission of the attached proposal (see Appendix A) regarding the construction of a child-care facility as part of



the new Templemead School. The Umbrella Board, established in 1988, exists to provide high quality inclusive child care to children eighteen months to twelve years of age within schools operated by The Hamilton-Wentworth District School Board.

The Umbrella Board proposes to reimburse the School Board for the complete capital construction cost of the facility, with interest, within a 25 year period. The Umbrella Board explicitly states that the School Board would retain ownership of the property and should the school be closed in the future any proceeds on sale would accrue to the School Board. In return, the Umbrella Board would maintain an exclusive right of usage to the designated space as long as the school remains open.

The proposal clearly stipulates that this agreement is solely to address the capital cost of constructing the facility. Issues between the Umbrella Board and the School Board associated with the day-to-day operations of the future child-care facility would be addressed by the agreement in place with respect to the eight centres currently operated by the Umbrella Board in the School Boards schools.

**Notes:**

- Section 171(1)48 of the Education Act indicates that it is within the powers of the School Board to construct the child-care facility.
- The proposal from the Umbrella Board demonstrates a willingness to reimburse the School Board for 100% of the capital cost, with interest, associated with the construction of the child-care facility.
- The School Board would assume a financial risk to the extent that the Umbrella Board finds in the future it does not have the ability to meet its future cash outflow commitments.
- The draft 1999 financial statements (see attached Appendix B) indicate that the Umbrella Board is currently in sound financial condition.
- The Umbrella Board has established a 12 year history of providing excellent child care programming in schools operated by the Hamilton-Wentworth District School Board.
- Time is of the essence! Therefore, a decision must be reached soon if the construction plans for the school are to be amended to include a day care centre and the school projected opening date of September, 2002 is to be sustained.

**Benefits:**

- The local community will benefit by the provision of a child-care facility at the Templemead site. There appears to be a significant need for additional child-care facilities in this area.
- The Umbrella Board has an established track record of providing high quality inclusive child care programming.
- Existence of the child-care facility will establish the opportunity for these children to make a seamless transition from pre-school to day school.
- Child-care facility will enhance the attractiveness of the new school building in the community.

Executive Council has discussed the proposal received from the Umbrella Board and recommends that the Board agree to construct a child-care facility as part of the new Templemead School, subject to the conditions noted in the above recommended action.









3-2

Appendix A

# UMBRELLA FAMILY AND CHILD CENTRES OF HAMILTON

100 Main St. W., Hamilton, Ontario L8N 3L1 Telephone (416) 527-5092

## TEMPLEMEAD PROPOSAL

October 2000

**To : The Hamilton-Wentworth District School Board**  
**From: The Umbrella Board of Family and Child Centres**

### Overview:

The Umbrella Family and Child Centres of Hamilton, established in 1988, is a non-profit corporation administered by a volunteer, community-based board of directors. Four of the directors represent the Hamilton Wentworth District School Board, two are trustees and two are staff. Care is provided for toddlers, preschool and school age children. Currently eight centres are operated in partnership with the Hamilton Wentworth District School Board:

- Gordon Price Children's Centre
- Helen Detwiler Children's Centre
- Hill Park Lambs Children's Centre
- Lincoln Alexander Children's Centre
- Mountview Children's Centre
- Scott Park Children's Centre
- Sir Wilfred Laurier Kids Korner
- Sir Winston Churchill Children's Centre

Curriculum linkages between family studies departments and child care centres also exist in the secondary school sites

### Our Mission:

Umbrella Family and Child Centres of Hamilton exists to provide high quality inclusive child care to children eighteen months to twelve years of age within schools operated by the Hamilton Wentworth District School Board. Our programs offer equitable access to all children, in a not-for-profit environment.

Our Board and staff work in partnership with families, schools, the school board, students, community agencies and government to deliver excellent programs that:

- respect the uniqueness of each child and family,
- Identify each child's individual needs,
- nurture a wide range of interests, abilities and skills,



- offer resources and supports to families,
- provide experiential learning opportunities for students, and
- provide a seamless day for elementary students.

Our Vision:

At Umbrella Family and Child Centres of Hamilton we strive to provide excellent child care programs that respond to the needs of the community within a not-for-profit environment that nurtures, enriches and respects children and their families and offers equitable access to all children.

Our Board and staff will continue to build a dynamic team that is committed to excellence. We will continue to develop collaborative partnerships with families, schools, the school board, students, community organizations and government to respond to and meet families' and children's needs in our community.

We will continue to value the professionalism and dedication of our staff in the provision of Early Childhood Education and the staff's critical role in providing care and education to the children and families they serve.

Templemead School:

The Umbrella Family and Child Centres is proposing to enter another partnership with the Hamilton Wentworth District School Board at the new Templemead Elementary School currently being planned.

We propose that the Hamilton Wentworth District School Board construct an additional three thousand to three thousand five hundred square foot child-care facility to the planned school. In return the Umbrella Family and Child Centres will enter into a twenty-five year agreement to reimburse the Board for its additional capital costs. HWDSB would retain ownership of the property and should the school be closed any proceeds on sale would accrue to HWDSB. Umbrella would maintain an exclusive right of usage to the designated space as long as the school remains open.

Current estimates would project the additional capital cost at \$120.00 per square foot for a total of \$360,000 to \$420,000. The effective interest rate for calculating monthly reimbursement is estimated at an annual open interest rate of 8%. Should either of these projections change once the tender process is complete we would like the option to re- evaluate the partnership.

Attached is our latest audited statement. For the past twelve years our organization has grown and strengthened to the point where we are financially able to make a long term commitment.



The Program:

We propose to operate day-care programs similar to those in surrounding elementary schools. An example of a very active program is our partnership at the Helen Detwiler Elementary School. Currently over 100 children are enrolled at this centre. We expect similar numbers of children at Templemead since the community has a limited number of day-care centres.

Other Agreements:

The Umbrella Family and Child Centres and the Hamilton Wentworth District School Board have an existing rental and maintenance agreement. We propose that this agreement will include Templemead.

Conclusion:

We are proposing that the Templemead School be another in a continuing list of partnership programs between the Hamilton Wentworth District School Board and the Umbrella family and Child Centres. Our partnership offers tremendous benefits to both organizations as well as to the local community.





3-5

**DRAFT**  
FOR DISCUSSION PURPOSES ONLY

Umbrella Family And Child Centres Of Hamilton

Consolidated Financial Statements

December 31, 1999



**DRAFT**  
FOR DISCUSSION PURPOSES ONLY

May 11, 2000

## Auditors' Report

To the Directors of Umbrella Family And Child Centres Of Hamilton

We have audited the consolidated balance sheet of Umbrella Family And Child Centres Of Hamilton as at December 31, 1999 and the consolidated statements of accumulated net assets of operating fund, revenues and expenses of operating fund, revenues and expenses and accumulated net assets of capital fund, expansion fund and changes in financial position for the year then ended. These financial statements are the responsibility of the Organization's Directors. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the Directors as well as evaluating the overall financial statement presentation.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Organization as at December 31, 1999 and the results of its operations and the changes in its financial position for the year then ended in accordance with generally accepted accounting principles.



Chartered Accountants





## Consolidated Balance Sheet

**3-7**

	December 31	
	1999	1998
<b>Assets</b>		
Current assets		
Cash	\$415,025	\$337,822
Accounts receivable	<u>37,092</u>	<u>215,902</u>
	452,117	553,724
Capital assets (Note 3)	<u>26,109</u>	<u>42,650</u>
	<u>\$478,226</u>	<u>\$596,374</u>
<b>Liabilities</b>		
Current liabilities		
Due to The Board Of Education Of Hamilton (Note 4)	\$ 60,031	\$ 66,855
Accounts payable and accrued liabilities	108,960	114,031
Deferred revenue (Note 5)	<u>56,464</u>	<u>213,731</u>
	225,455	394,617
Deferred contributions related to capital assets (Note 6)	14,608	31,099
<b>Accumulated net assets</b>		
Operating fund	182,635	137,763
Capital fund	36,394	12,895
Expansion fund	<u>19,134</u>	<u>20,000</u>
	<u>238,163</u>	<u>170,658</u>
	<u>\$478,226</u>	<u>\$596,374</u>

APPROVED BY THE BOARD:

\_\_\_\_\_  
Director\_\_\_\_\_  
Director



Consolidated Statement of Accumulated Net Assets of Operating Fund

3-8

	Year ended December 31	
	1999	1998
Accumulated net assets at beginning of the year	\$137,763	\$129,025
Excess of revenues over expenses for the year	<u>73,423</u>	<u>11,028</u>
	211,186	140,053
Transfer to expansion fund	(5,052)	(2,290)
Transfer to capital fund (Note 7)	<u>(23,499)</u>	<u>-</u>
Accumulated net assets at end of the year	<u>\$182,635</u>	<u>\$137,763</u>



## Consolidated Statement of Revenues and Expenses of Operating Fund

3-9

	Year ended December 31	
	1999	1998
Revenues		
Child care fees	\$1,046,352	\$1,015,604
Government grants and subsidies (Note 8)	1,267,460	995,793
Interest	18,215	15,852
Administration	-	28,608
Deferred contributions related to capital assets (Note 6)	16,491	16,491
Other	1,420	271
	<u>2,349,938</u>	<u>2,072,619</u>
Expenses		
Salary expense		
Salaries and benefits	1,333,502	1,322,290
Salary enhancement	358,023	330,011
Pay equity	242,295	55,847
	<u>1,933,820</u>	<u>1,708,148</u>
Program costs	165,471	162,126
Amortization	20,801	19,949
Administration expenses		
Rent	69,955	61,161
Administration costs	22,383	34,593
Insurance	20,568	23,194
Professional fees	13,349	6,880
Office	9,869	3,488
Repairs and maintenance	6,591	3,672
Telephone	6,351	5,972
Advertising	4,533	2,971
Bad debts	2,019	-
Bank charges	805	829
Administration salary	-	28,608
	<u>156,423</u>	<u>171,368</u>
	<u>2,276,515</u>	<u>2,061,591</u>
Excess of revenues over expenses for the year	<u>\$ 73,423</u>	<u>\$ 11,028</u>





Consolidated Statement of Revenues and Expenses  
and Accumulated Net Assets of Capital Fund

---

3-10

	Year ended December 31	
	1999	1998
Revenue	\$ -	\$ -
Expenses	-	-
Excess of expenses over revenues for the year	-	-
Accumulated net assets at beginning of the year	12,895	12,895
Transfer from operating fund (Note 7)	23,499	-
Accumulated net assets at end of the year	<u>\$ 36,394</u>	<u>\$ 12,895</u>



Consolidated Statement of Revenues and Expenses  
and Accumulated Net Assets of Expansion Fund

---

3 - 11

	Year ended December 31	
	1999	1998
Revenue	\$ -	\$ -
Expenses		
Program costs	4,492	-
Salaries and benefits	1,273	-
Telephone	153	-
Excess of expenses over revenues for the year	(5,918)	-
Accumulated net assets at beginning of the year	20,000	17,710
	14,082	17,710
Transfer from operating fund	5,052	2,290
Accumulated net assets at end of the year	<u>\$ 19,134</u>	<u>\$ 20,000</u>





Consolidated Statement of Changes in Financial Position

3-12

	Year ended December 31	
	1999	1998
Operating activities		
Cash was provided by (used for)		
Excess of revenues over expenses for the year	\$ 73,423	\$ 11,028
Items not involving cash		
Amortization	20,801	19,949
Amortization of deferred contributions	(16,491)	(16,491)
	<u>77,733</u>	<u>14,486</u>
Net change in non-cash working capital balances related to operations (Note 9)	<u>9,648</u>	<u>(21,109)</u>
Cash flow (deficiency) from operations	87,381	(6,623)
Investing activities		
Excess of expenses over revenues of expansion fund	(5,918)	-
Purchases of capital assets	(4,260)	(4,939)
	<u>(10,178)</u>	<u>(4,939)</u>
Increase (decrease) in cash during the year	77,203	(11,562)
Cash at beginning of the year	<u>337,822</u>	<u>349,384</u>
Cash at end of the year	<u>\$ 415,025</u>	<u>\$ 337,822</u>



December 31, 1999

3-13**1. Operations**

The Umbrella Family And Child Centres Of Hamilton is a not-for-profit Organization that provides quality care for children in the community. The Organization consists of eight child care centres located in schools in the Hamilton-Wentworth District School Board, as follows:

Gordon Price Children Centre  
Helen Detwiler Children Centre  
Hill Park Lambs Children Centre  
Lincoln M. Alexander Children Centre  
Mountview Children Centre  
Scott Park Little Spartans Children Centre  
Sir Wilfrid Laurier Kids Korner  
Sir Winston Churchill Children Centre

The Umbrella Family And Child Centres Of Hamilton was incorporated without share capital on May 20, 1988 and is licensed under the Day Nurseries Act.

**2. Summary of significant accounting policies****Capital assets**

Capital assets are recorded at cost. Amortization is provided on the straight-line basis designed to amortize the capital assets over their estimated useful lives. The annual amortization rates are as follows:

Leasehold improvements	20%
Furniture, fixtures and equipment	20%
Computer equipment	33%

**Revenue recognition**

The Organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

**Capital fund**

The capital fund represents funds appropriated for those capital expenditures not funded by government grants. The funds are charged to the accumulated net assets of the Operating Fund in the year appropriated.

**Expansion fund**

The expansion fund represents funds appropriated for the purpose of off-setting costs associated with the start-up of a new children's centre.



## Notes to Consolidated Financial Statements

December 31, 1999

**3-14**

Page 2

## 3. Capital assets

	Cost	Accumulated amortization	December 31	
			1999 Net book value	1998 Net book value
Leasehold improvements	\$ 64,226	\$ 51,593	\$ 12,633	\$ 22,918
Furniture, fixtures and equipment	35,162	22,610	12,552	17,885
Computer equipment	6,498	5,574	924	1,847
	<u>\$ 105,886</u>	<u>\$ 79,777</u>	<u>\$ 26,109</u>	<u>\$ 42,650</u>

## 4. Due to The Board Of Education Of Hamilton

	December 31	
	1999	1998
Gordon Price Children Centre	\$ 20,271	\$ 14,377
Helen Detwiler Children Centre	7,330	12,275
Hill Park Lambs Children Centre	2,529	4,499
Lincoln M. Alexander Children Centre	9,200	11,471
Mountview Children Centre	216	-
Scott Park Little Spartans Children Centre	4,091	6,193
Sir Wilfrid Laurier Kids Korner	10,677	10,598
Sir Winston Churchill Children Centre	5,530	5,963
Strathcona Children Centre	-	842
Umbrella Family And Child Centres	187	637
	<u>\$ 60,031</u>	<u>\$ 66,855</u>

## 5. Deferred revenue

	December 31	
	1999	1998
Deferred revenue comprises		
Child care fees received in advance	\$ 23,955	\$ 21,080
Salary Enhancement Grant	803	19,120
Pay Equity	27,486	169,311
Capital Assistance Grant	2,552	2,552
Administration fees	1,668	1,668
	<u>\$ 56,464</u>	<u>\$ 213,731</u>





## Notes to Consolidated Financial Statements

December 31, 1999

3-15

Page 3

## 6. Deferred contributions related to capital assets

Deferred contributions related to capital assets represents restricted contributions which the Organization used to acquire capital assets. This balance will be amortized to revenue on the same basis as the amortization expense related to the acquired capital assets. The changes in the deferred contributions related to capital assets balance for the year are as follows:

	December 31	
	1999	1998
Balance at beginning of the year	\$ 31,099	\$ 47,590
Less: Amounts amortized to revenue	<u>(16,491)</u>	<u>(16,491)</u>
Balance at end of the year	<u>\$ 14,608</u>	<u>\$ 31,099</u>

## 7. Interfund transfers

During the year, the Board of Directors established a policy to transfer one percent of the annual gross revenue of the operating fund to the capital fund to provide for future capital expenditures not funded by government grants.

## 8. Government grants and subsidies

	December 31	
	1999	1998
Regional Subsidies		
Gordon Price Children Centre	\$ 112,297	\$ 87,635
Helen Detwiler Children Centre	78,649	88,137
Hill Park Lambs Children Centre	80,791	68,590
James MacDonald Children Centre	-	366
Lincoln M. Alexander Children Centre	66,453	58,963
Mountview Children Centre	1,849	-
Scott Park Little Spartans Children Centre	105,714	98,153
Sir Wilfrid Laurier Kids Korner	146,367	132,145
Sir Winston Churchill Children Centre	75,022	70,452
Strathcona Children Centre	<u>-</u>	<u>5,494</u>
	<u>667,142</u>	<u>609,935</u>



## Notes to Consolidated Financial Statements

December 31, 1999

**3-16**

Page 4

## Government grants and subsidies (Continued)

	December 31	
	1999	1998
Salary Enhancement Grants		
Gordon Price Children Centre	53,846	46,792
Helen Detwiler Children Centre	62,483	55,734
Hill Park Lambs Children Centre	45,589	37,104
James MacDonald Children Centre	-	938
Lincoln M. Alexander Children Centre	54,617	51,932
Mountview Children Centre	1,518	-
Scott Park Little Spartans Children Centre	39,948	37,130
Sir Wilfrid Laurier Kids Korner	53,957	52,131
Sir Winston Churchill Children Centre	45,952	41,549
Umbrella Family Child Centre	113	3,496
Strathcona Children Centre	-	3,205
	<u>358,023</u>	<u>330,011</u>
Pay Equity Grants		
Gordon Price Children Centre	\$ 35,524	\$ 7,871
Helen Detwiler Children Centre	39,916	9,153
Hill Park Lambs Children Centre	29,411	6,230
James MacDonald Children Centre	-	168
Lincoln M. Alexander Children Centre	39,122	8,755
Mountview Children Centre	314	-
Scott Park Little Spartans Children Centre	25,728	6,251
Sir Wilfrid Laurier Kids Korner	36,450	8,781
Sir Winston Churchill Children Centre	33,364	7,014
Umbrella Family Child Centre	2,466	1,058
Strathcona Children Centre	-	566
	<u>242,295</u>	<u>55,847</u>
	<u>\$1,267,460</u>	<u>\$ 995,793</u>

## 9. Statement of changes in financial position

The net change in non-cash working capital balances represents the net change in accounts receivable, prepaid expenses, due to The Board Of Education Of Hamilton, accounts payable and accrued liabilities and deferred revenue.

## 10. Comparative amounts

The 1998 financial statements have been restated to conform with the presentation adopted for 1999.





## 10. Comparative amounts

The 1998 financial statements have been restated to conform with the presentation adopted for 1999.

## 11. Centres' fundraising bank accounts

Certain of the Centres maintain separate bank accounts for the purpose of their fundraising activities. These accounts are not reflected in these financial statements and are listed as follows:

Gordon Price Children Centre	\$ 2,941
Helen Detwiler Children Centre	2,329
Hill Park Lambs Children Centre	1,864
Lincoln M. Alexander Children Centre	2,261
Scott Park Little Spartans Children Centre	2,583
Sir Wilfrid Laurier Kids Korner	3,270
Sir Winston Churchill Children Centre	4,446
	<u>\$ 19,694</u>



# Umbrella Family And Child Centres Of Hamilton

**DRAFT**  
FOR DISCUSSION PURPOSES ONLY

## Statement of Revenues and Expenses and Accumulated Net Assets (Deficiency) by Centre

Year Ended December 31, 1999

	Gordon Price Children Centre Year ended December 31 1999	Helen Detweiler Children Centre Year Ended December 31 1998	Hill Park Lambs Children Centre Year Ended December 31 1999	Lincoln M. Alexander Children Centre Year Ended December 31 1998
<b>Revenue</b>				
Child care fees	\$ 186,650	\$ 179,388	\$ 237,433	\$ 79,234
Government grants and subsidies	201,667	143,417	153,025	123,923
Administration				
Interest	35	18	40	212
Other	1,120		11,999	2,366
<b>Deferred contributions related to capital assets</b>	<b>389,472</b>	<b>322,823</b>	<b>245,902</b>	<b>370,139</b>
<b>Expenses</b>				
<b>Salary expenses</b>				
Salaries and benefits	211,748	191,418	165,795	204,162
Salary enhancement	53,846	46,792	45,589	51,932
Pay equity	35,524	7,871	29,411	39,122
	<b>301,118</b>	<b>246,081</b>	<b>240,795</b>	<b>297,901</b>
<b>Program costs</b>	<b>33,920</b>	<b>27,298</b>	<b>13,114</b>	<b>27,779</b>
Amortization	3,039	2,427	5,844	2,493
				<b>2,378</b>
<b>Administration</b>				
Rental costs	11,149	8,516	9,750	7,225
Administration costs	3,442	5,752	6,107	2,453
Administrative salary				
Insurance	3,348	3,506	3,729	1,501
Telephone	793	669	710	754
Professional fees	2,176	1,087	1,148	531
Office	2,098	212	500	568
Repairs and maintenance	891	129	1,704	965
Advertising	723	319	325	270
Bank charges	131	119	75	119
Bad debts	52	136		1,150
	<b>24,803</b>	<b>20,309</b>	<b>15,789</b>	<b>26,449</b>
<b>Total expenses</b>	<b>362,880</b>	<b>296,115</b>	<b>275,542</b>	<b>354,622</b>
<b>Excess (deficiency) of revenues over expenses for the year</b>	<b>26,592</b>	<b>26,708</b>	<b>(29,640)</b>	<b>15,517</b>
<b>Accumulated net assets (deficiency) at beginning of the year</b>	<b>39,650</b>	<b>12,942</b>	<b>(120,360)</b>	<b>116,522</b>
				<b>102,641</b>
<b>Transfer to Expansion Fund</b>	<b>66,242</b>	<b>39,650</b>	<b>300,557</b>	<b>132,039</b>
<b>Transfer to Capital Fund (Note 7)</b>	<b>(3,895)</b>	<b>(4,550)</b>	<b>(2,459)</b>	<b>(3,701)</b>
<b>Interfund transfers</b>				
<b>Accumulated net assets (deficiency) at end of the year</b>	<b>\$ 62,347</b>	<b>\$ 39,650</b>	<b>\$ (152,459)</b>	<b>\$ 128,338</b>
				<b>\$ 116,522</b>

3-18



# Umbrella Family And Child Centres Of Hamilton

**DRAFT**  
FOR DISCUSSION PURPOSES ONLY

## Statement of Revenues and Expenses and Accumulated Net Assets (Deficiency) by Centre

Year Ended December 31, 1999

	Strathcona Children Centre		Scott Park Little Spartans Children Centre		Sir Wilfrid Laurier Kids Korner		Sir Winston Churchill Children Centre	
	1999	1998	1999	1998	1999	1998	1999	1998
Revenue								
Child care fees	\$ -	\$ -	\$ 8,491	\$ 50,463	\$ 153,512	\$ 150,195	\$ 94,641	\$ 92,313
Government grants and subsidies	-	-	9,265	141,534	236,774	194,063	154,338	119,015
Administration	-	-	171,390	-	-	-	-	-
Interest	-	-	-	-	90	132	17	25
Other	-	-	-	-	1,006	-	-	-
Deferred contributions related to capital assets	-	-	214,334	192,010	391,362	344,390	248,956	211,353
Expenses								
Salary expenses	-	-	145,298	146,217	206,281	215,890	168,259	165,986
Salaries and benefits	-	-	39,948	37,130	53,957	52,131	45,952	41,549
Salary enhancement	-	-	25,728	6,251	36,450	8,781	33,364	7,014
Pay equity	-	-	-	-	-	-	-	-
Program costs	-	-	210,974	189,598	296,688	276,802	247,575	214,549
Amortization	-	-	17,089	14,875	30,590	31,365	15,112	13,402
Administration	-	-	132	132	2,719	2,719	2,800	2,675
Rental costs	-	-	7,137	8,911	12,114	9,287	7,479	8,006
Administration costs	-	-	1,9689	3,044	3,737	5,885	2,154	3,207
Insurance	-	-	1,914	1,835	3,645	3,729	2,095	1,945
Telephone	-	-	372	659	1,015	740	1,338	709
Professional fees	-	-	1,244	620	2,363	1,148	1,362	654
Office	-	-	903	348	1,522	502	627	192
Repairs and maintenance	-	-	2,328	737	310	455	-	45
Advertising	-	-	489	278	780	325	472	281
Bank charges	-	-	75	119	143	111	82	119
Bad debts	-	-	213	-	74	-	394	1
Total expenses	-	-	17,008	16,591	25,703	22,182	16,003	15,159
Excess (deficiency) of revenues over expenses	-	-	245,213	221,196	355,700	333,068	281,490	245,785
Accumulated net assets (deficiency) at beginning of the year	-	-	(30,879)	(29,186)	35,682	11,322	(32,494)	(34,432)
	-	-	(144,626)	(115,440)	111,197	99,875	(127,793)	(93,361)
Transfer to Expansion Fund	-	-	(175,505)	(144,626)	146,879	111,197	(160,287)	(127,793)
Transfer to Capital Fund (Note 7)	-	-	(2,143)	-	(3,914)	-	(2,490)	-
Intra fund transfers	-	-	-	-	-	-	-	-
Accumulated net assets (deficiency) at end of the year	\$ -	\$ (21,162)	\$ (177,638)	\$ (144,626)	\$ 142,965	\$ 111,197	\$ (162,777)	\$ (127,793)

3-19





# Umbrella Family And Child Centres Of Hamilton

## Statement of Revenues and Expenses and Accumulated Net Assets (Deficiency) by Centre

**DRAFT**  
FOR DISCUSSION PURPOSES ONLY

Year Ended December 31, 1999

	James MacDonald Children Centre Year Ended December 31 1999	Mountview Children Centre Year Ended December 31 1999	Umbrella Board Year Ended December 31 1999	Umbrella Board Year Ended December 31 1998
<b>Revenues</b>				
Child care fees	\$ -	\$ 1,278	\$ 9,233	\$ 4,553
Government grants and subsidies	-	1,473	3,681	28,608
Administration	-	-	-	15,852
Interest	-	-	-	1,005
Other	-	-	-	8
Deferred contributions related to capital assets	-	2,751	12,914	49,021
<b>Expenses</b>				
Salaries and benefits	-	3,312	5,136	3,496
Salary enhancement	-	938	1,518	1,058
Pferequity	-	168	314	2,466
Program costs	-	4,418	6,908	4,554
Amortization	-	7	509	6,158
Rental costs	-	-	-	1,027
Administration costs	-	272	-	-
Administration salary	-	258	-	1,268
Insurance	-	464	-	28,608
Telephone	-	95	176	1,932
Professional fees	-	129	-	613
Office	-	-	80	718
Repairs and maintenance	-	-	-	-
Advertising	-	32	-	676
Bad debts	-	-	-	4
<b>Total expenses</b>	-	11,372	25,677	120,677
<b>Excess (deficiency) of revenues over expenses</b>	(11,372)	(2,924)	5,181	4,731
<b>Accumulated net assets (deficiency) at beginning of the year</b>	(11,372)	(6,158)	(4,850)	(9,581)
<b>Transfer to Expansion Fund</b>	-	(9,082)	5,181	(4,850)
<b>Transfer to Capital Fund (Note 7)</b>	-	(2,290)	(5,052)	(218)
<b>Extra fund transfers</b>	11,372	-	(1,291)	(32,534)
<b>Accumulated net assets (deficiency) at end of the year</b>	-	(11,372)	-	(4,850)

3-20



*THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD*

*SPECIAL BOARD MEETING*

*THURSDAY, NOVEMBER 2, 2000*

*A G E N D A*

*immediately following the Special Meeting of the Business Committee*

1. Call to Order
2. Approval of Agenda
3. Adoption of In-camera Session Report
4. Report of the Special Meeting of the Business Committee





ADDITIONAL  
INFORMATION FOR  
THIS EVENING'S  
**BOARD MEETING**

*Open Session*

**ACTION ITEMS**

*9. Personnel Report – Page 9-8 to 9-9*

**CORRESPONDENCE**

- 26a. Hamilton-Wentworth Council of Home and School Associations  
re Representative to the Special Education Advisory Committee*
- 26b. Corporation of the Town of Dundas re Dundas School Closures  
(School Closure Committee) – Pages 26b to 26b-1*

**Please add this information to your agenda package.**

*Regular Board  
2000 10 19*



## LayDown Report

**SECTION 1****PROFESSIONAL ADMINISTRATIVE SUPPORT STAFF****B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS****B2) Retirements**

That the resignation of the following staff, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

**Grace Roberts** December 31, 2000

**SECTION II****CLERICAL UNIT****D. PROBATIONARY AND PERMANENT CONTRACTS****D1) Probationary Staff**

That the following be appointed to the Probationary Staff, effective as shown, with salary according to schedule:

**Cindi Lupton** October 04, 2000 – Secretary Secondary

**SECTION III****CUSTODIAL AND MAINTENANCE****B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS****B2) Retirements**

That the resignation of the following staff, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

**Anne Swan** December 31, 2000

**SECTION V****ELEMENTARY SCHOOL TEACHERS****A: APPOINTMENTS AND TRANSFERS****A1) Appointments**

That the following staff be appointed to the position indicated below, effective as shown, with salary according to schedule:

**Laura Subonovich** October 24, 2000 to June 30, 2001, Acting Ontario Curriculum  
Special Assignment Teacher: Science/Language



**D. PROBATIONARY AND PERMANENT CONTRACTS****D1) Probationary Staff**

That the following be appointed to the Probationary Staff, effective as shown, with salary according to schedule:

<b>Trudy</b>	<b>Gardner</b>	October 16, 2000	0.7 FTE
<b>Dale</b>	<b>Hill</b>	October 18, 2000	0.8 FTE
<b>Amanda</b>	<b>Vernon</b>	October 18, 2000	1.0 FTE
<b>Christine</b>	<b>Vesprini</b>	October 02, 2000	0.1 FTE

**E. OTHER MATTERS REQUIRING BOARD ATTENTION****E1 Timetable Changes**

That the timetable changes indicated for the following staff, effective as shown, be approved:

<b>Tracy</b>	<b>Ireland</b>	October 16, 2000	0.5 FTE to 0.6 FTE
<b>Jay</b>	<b>Keddy</b>	October 17, 2000	0.7 FTE to 0.8 FTE
<b>Kim</b>	<b>MacKenzie</b>	October 02, 2000	0.5 FTE to 1.0 FTE
<b>Colleen</b>	<b>O'Neill</b>	October 12, 2000	0.5 FTE to 0.7 FTE

**SECTION VI****SECONDARY SCHOOL TEACHERS****C. LEAVES OF ABSENCES****C1) Leaves**

That the request of the following staff for a Leave of Absence, effective as shown, be granted:

<b>Roseann</b>	<b>Mascia</b>	October 30, 2000 to August 31, 2001
<b>Virginia</b>	<b>McCulloch</b>	December 01, 2000 to April 13, 2001

**D. PROBATIONARY AND PERMANENT CONTRACTS****D1) Probationary Staff**

That the following be appointed to the Probationary Staff, effective as shown, with salary according to schedule:

<b>Robert</b>	<b>Cory</b>	October 10, 2000 to February 01, 2001 ( 3 lines )
<b>Antonie</b>	<b>Vanhoevelaak</b>	November 01, 2000 to February 01, 2001 ( 3 lines )





#26a

HAMILTON-WENTWORTH COUNCIL OF HOME AND SCHOOL ASSOCIATIONS



C/O 336 Upper Gage Ave.  
Hamilton, Ont. L8V 4H7

AFFILIATED WITH  
ONTARIO FEDERATION OF  
HOME AND SCHOOL ASSOCIATIONS  
HAMILTON, ONTARIO  
FOUNDED IN 1933

October 5, 2000

Hamilton-Wentworth District School Board  
100 Main St. West  
PO Box 2258  
Hamilton, Ontario L8N 3L1

Attn: Chair, SEAC

Dear Madam,

Please be advised that our Home & School representative to SEAC for the 2000-2001 school year will be **Margy Cook**. Her mailing address is: 19 Dromore Crescent, Hamilton, Ontario L8S 4A8. Inter-school mail may also be addressed to her care/of Dalewood School. Her home phone # is 523-8697.

Please forward committee correspondence directly to her.

Thank you.

Yours truly,

*Michele McNabb*

Michele McNabb  
President

It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_: That Margy Cook be appointed the representative of the Hamilton-Wentworth Council of Home and School Associations to the Special Education Advisory Committee.





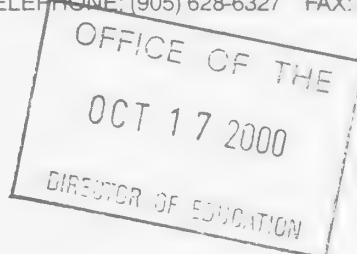
#268

CORPORATION OF THE TOWN OF DUNDAS

OFFICE OF THE  
TOWN CLERK

TOWN HALL, 60 MAIN STREET, P.O. BOX 8584, DUNDAS, ONTARIO L9H 5E7  
TELEPHONE: (905) 628-6327 FAX: (905) 628-5077

October 10, 2000



Hamilton-Wentworth District School Board  
P. O. Box 2558  
Hamilton, Ontario  
L8N 3L1

Attention: Mr. Merv Matier  
Director of Education and  
Secretary to the Board

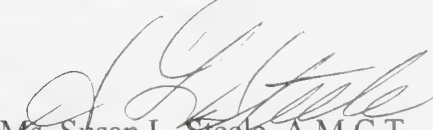
Re: Dundas School Closures  
Our File A16

Dear Mr. Matier:

Please be advised that the above noted matter was considered by the General Government Committee on September 25, 2000 at which time the attached recommendation was made.

The Town Council endorsed this Committee recommendation at its meeting on October 2, 2000.

Yours very truly,

  
Ms. Susan L. Steele, A.M.C.T.  
Town Clerk

SLS/dm

Encl.





CouncilGeneral Government Committee Report #9-00

1. That whereas the Hamilton-Wentworth District School Board through no fault of its own is faced with massive financial challenges in providing quality education for our youth;

And further whereas the Council of the Town of Dundas is understanding of these difficulties yet is mindful of the needs of its community;

Therefore be it resolved that the Council of the Town of Dundas supports the alternative provided by the Dundas School Councils that does not close Dundana, or any Dundas school, but instead proposes that necessary changes be made to boundary/grade structures guided by the following principles:

- (1) ensure that Dundas students are not in (over) crowded learning environments;
- (2) achieve viability in all Dundas schools;
- (3) Dundas students remain in Dundas;
- (4) transportation to be reduced when possible;
- (5) use of portables to be eliminated where possible;
- (6) neighbourhoods to travel together when boundary changes are necessary.

This alternative as a collective will maximize usage of all eight of Dundas' elementary and secondary schools and thereby reduce safety issues, maintain optimal, co-operative recreational facilities, preserve presence within the immediate neighbourhoods and capitalize on potential funding solutions.

Further, that the Council of ~~the Town~~ of Dundas request an opportunity to provide a presentation to the Public Presentations Meeting of the Dundana Closure Review.



**URBAN  
MUNICIPAL**

**THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD**

CAS ON HW WAG

A33B

2000

**BUSINESS COMMITTEE**  
**Thursday, November 9, 2000**

**7:00 p.m.**

**A G E N D A**

**7:00 p.m.**

1. Call to Order
2. Approval of Minutes of October 12, 2000
3. Business Arising from the Minutes
4. Approval of Agenda

URBAN MUNICIPAL

L. Orban

NOV 08 2000

**ACTION ITEMS:**

5. Transportation Safety Hazard Review Committee Report
6. 2000/2001 Financial Report – September 30, 2000
7. Community Access Project (C.A.P.)
8. (a) Trevlac Report
- (b) Board Referral: OSSTF, OCTU, re Trevlac Concerns
9. Transportation Update
10. School Catchment Re-definition

D. Grant  
D. Grant  
W. Joudrie  
W. Joudrie

D. Grant  
D. Grant

**CORRESPONDENCE:**

11. C. Whiting re Transportation Policy

**DISTRIBUTION:**

Nil.

**Public Questions for Clarification**

**Future Meetings:**

Board	November 16, 2000	8:00 p.m.
Special Education Advisory Committee	November 29, 2000	7:00 p.m.
Education Committee	December 7, 2000	7:00 p.m.
Business Committee	December 14, 2000	7:00 p.m.
Board	December 21, 2000	8:00 p.m.
Special Education Advisory Committee	December 20, 2000	7:00 p.m.



## MINUTES OF THE BUSINESS COMMITTEE

October 12, 2000

**Those present:** Lillian Orban (Chair), Judith Bishop, Heather Bullock, Ray Mulholland [arrived 7:35 p.m.], Joseph Rogers, Bruce Wallace and Reg Woodworth.

**Regrets:** Janice Dewar, Wes Hicks, Eleanor Johnstone and Laura Peddle.

**In attendance:** D. Grant (Superintendent of Business and Treasurer), K. Bain (Superintendent of Education – County West), C. Reid (Superintendent of Education – City West), E. Bond (Superintendent of Education – Secondary East), M. Botting (Superintendent of Instructional Services), N. Campbell (Superintendent of Education – Mountain West), K. Croxall (Superintendent of Education – County East), A. Cupido (Superintendent of Plant Services), P. Gillie (Superintendent of Education – Mountain East), W. Joudrie (Superintendent of Education – City East), J. Wibberley (Superintendent of Education – Secondary West).

### 1. Call to Order

The Chair called the meeting to order at 7:03 p.m.

### 2. Approval of Minutes of August 17, September 7, September 14 and 21, 2000

B. Wallace asked that the August 17, 2000 minutes be voted on separately.

**It was moved by J. Rogers: That the minutes of September 7, September 14 and 21, 2000 be approved.**

**CARRIED.**

Referring to the August 17, 2000 minutes, B. Wallace stated that during that meeting he was unaware of the friendly amendment made by J. Bishop near the bottom of the page 3. Feeling that this is because friendly amendments are not voted upon, he suggested that at future meetings friendly amendments no longer be accepted.

R. Woodworth noted for future discussion.

**It was moved by J. Rogers: That the minutes of August 17, 2000 be approved.**  
**CARRIED.**

### 3. Business Arising from the Minutes

Nil.

### 4. Approval of Agenda

**It was moved by R. Woodworth: That the agenda be approved.**  
**CARRIED.**

### ACTION ITEMS:

#### 5. Allocation of Additional ISA 2 + 3 Funding

D. Grant highlighted the report.

**It was moved by B. Wallace: That the non-allocated portion of the additional 2000/2001 funding be utilized to reinstate the 2000/2001 budget adjustment**





approved on June 20, 2000 relative to an increase in the number of special education educational assistants and the remaining differential be allocated to increase the Education Assistant Temporary Assistance budget.

J. Bishop clarified the Board had submitted ISA claims for 700 students and only 500 had been accepted. She emphasized that although the other 200 claims were not accepted, those students still require additional resources. For example, there is a waiting list of 58 students for speech and language classes, psychological services is working with the same complement it had for the city board plus one more person for the additional 45 schools.

J. Bishop added the situation will only get worse and suggested trying other strategies, for example, working with OPSBA and community agencies. In order to provide a broader range of services, perhaps all work done by community agencies could be followed by the Board.

B. Wallace agreed that other Boards are affected as well. He added that through OPSBA all Boards voices will be heard together.

M. Botting responded that our Board was one of fifteen that received additional ISA funding this year with 80% of Boards receiving less. She added the Ministry has frozen funding to all boards; however, she has been told that the Ministry intends to consult with trustees and present some resolutions.

H. Bullock suggested that some of the monies allocated to the educational assistants temporary assistance budget could perhaps be used towards the suggestions made by J. Bishop.

M. Botting responded that the educational assistant employee group is under stress and she had been concerned about this budget line last year. She felt it would be more appropriate to keep the money there in order to fill in for educational assistants that need to have time off.

M. Botting emphasized the Board had addressed the educational assistant allocation early in the year. She noted the educational assistant allocation committee is continuing to meet and is looking at the whole system needs.

To the motion: **CARRIED**, 5 in favour, 1 abstention.

#### **6. Request for Liquor License – Delta Secondary School**

D. Grant outlined the request on behalf of E. Bond who was at the Delta graduation ceremony.

**It was moved by B. Wallace: That The Hamilton-Wentworth District School Board approve the request from Foundation Delta to acquire a liquor license for the Alumni Band Recital and Social to be held on November 17, 2000.**

**CARRIED**, 5 in favour, 1 opposed.

#### **7. Community Access Project (C.A.P.)**

In reviewing the report, W. Joudrie highlighted the following points:

- This is an Industry Canada initiative.
- The proposal is to be managed by ABC.
- Of the proposed sites listed, five are adult and continuing education sites.
- The proposal received support from the information technology advisory committee

J. Bishop was concerned that there were no lower city schools listed in the site list for this project. W. Joudrie responded that all elementary and secondary schools were offered an opportunity to participate on a voluntary basis and only eight schools committed to do so.

W. Joudrie clarified the intent behind this project is for the public to access the internet on an ongoing basis at appropriate pre-booked times. He emphasized that all students across the lower city currently have internet access.

J. Bishop expressed concern that there was no plan and no community aspect allowing for parents to have access to the internet. She felt there should be more of a vision with respect to what the systems needs are.

W. Joudrie clarified that this was presented as an opportunity giving some funding to each school willing to participate. He added the Board can reapply for additional schools in the region as they were approved for 200 sites and one of the conditions is that Industry Canada does the tracking of the project to see how much it is used.

H. Bullock expressed concern over security in the schools and whether or not school councils had been involved in the decision making of participation in this program. She felt consideration should be broader than just principals and suggested the report be referred back to administration for input from school councils.

**It was moved by H. Bullock: That the report re the Community Access project be referred back to administration in order to seek input from school councils of those elementary and secondary schools involved in the project.**

B. Wallace hoped this wouldn't delay the process in terms of deadlines for approval.

To the motion, **CARRIED.**

#### **8. Verbal Report re Courtesy Transportation Procedure**

D. Grant informed members that the Courtesy Transportation Committee had been established and their first meeting was on Tuesday, October 8, 2000, with three additional meetings scheduled for October.

D. Grant clarified that one of the parameters of the mandate is that a board-wide allocation criteria for courtesy transportation be established.

H. Bullock asked for a verbal update of the work of the safety hazard review committee as she had a concern from her community with respect to an appeal. B. Wallace responded that a report is scheduled to come forward to the November 9/00 Business Committee.

**It was moved by B. Wallace: That the open session be adjourned and move in-camera at 7:48 p.m.**  
**CARRIED.**

# A C T I O N      I T E M S

*BUSINESS COMMITTEE*  
*2000 11 09*





#5

October 31, 2000

Business Committee  
**The Hamilton-Wentworth District School Board**

**Memo**

Approved for distribution  
by the Director.

Signature: M. Matier

Date: Nov 3 / 00

**To:** Merv Matier, Director of Education and Secretary  
**From:** Don Grant Superintendent of Business and Treasurer  
Daryl Sage, Manager of Accommodation and Planning  
**Date:** October 31, 2000  
**Re:** Transportation Safety Hazard Review Committee Report

**Recommended Action:**

Moved by: \_\_\_\_\_

That the report from the Transportation Safety Hazard Review Committee and that the recommendations contained within the report be approved.

**Rationale:**

Following thorough review and debate, The Transportation Safety Hazard Review Committee has established the criteria upon which safety concerns can be assessed as well as a process for public appeals.

The details of their report were reviewed by Executive Council on October 31, 2000. Executive Council has endorsed acceptance of the report and the recommended actions of the committee.

Following approval from the Board, Administration will initiate the necessary processes that will enable evaluation of the letters on file against the safety criteria. In addition, inservice training with principals will be established through the Superintendents of Education.

Attached, for reference purposes, is the current Transportation Policy as approved and a second copy of this policy containing the recommendations from the Transportation Safety Hazard Review Committee. The amended sections have been bolded to highlight the changes.

Progress, on this initiative, will be shared with the Board when the next transportation update report is presented.







TRANSPORTATION POLICY

Date Approved: 2000 06 20  
Date REVISED: 2000 09 07

Projected Review Date: 2001 06

**POLICY STATEMENT:** It is the policy of The Hamilton-Wentworth District School Board that for eligible Hamilton-Wentworth District School Board registered students, home to school transportation will be safe, secure and on time, bringing students to school ready to learn, cost effectively, efficiently and within budget.

**RESPONSIBILITY:** The Superintendent of Business and Treasurer.

**OPERATING PROCEDURES:**

**1. Eligibility for Regular Home-to-School Transportation Service**

- a) Students residing within all developed urban areas as defined by the "Official Plan" and prepared by each local municipality, will be eligible for transportation services when the walking distance exceeds the following:

		<u>Walking Distance</u>
Elementary School	JK-K	1.0 kms
Elementary School	1-6	1.6 kms
Elementary School	6-8	2.4 kms
Secondary School	9-OAC	3.2 kms

- b) Students residing outside of developed urban areas will be eligible for transportation services when the walking distance exceeds .8 kms.
- c) Students residing outside the developed urban areas and within the defined walking distance will be eligible for transportation services when the path of travel would be along a roadway meeting the following criteria:
- there is an arterial roadway and/or highway situated between the students residence and their designated school; and
  - the identified roadway and/or highway has no municipally defined pedestrian walkway; or
  - it is necessary to cross an arterial roadway and/or highway to attend the board designated school but there are no traffic control lights or crossing guard to assist with the crossing.

## 2. Walking Distance

- a) Walking distance is the distance from the student's residence to the Board-designated school.
- b) Measurements of distance for eligibility purposes, will be determined from the municipal road in front of the student's residence to the nearest first maintained entrance of the school. The Board's administration will be the primary determining source for distance calculations and eligibility within policy. Distance calculations will be applied consistently from the municipal road in front of all complexes and/or multiple housing units, i.e., townhouses, apartments. Board contracted vehicles will only be routed to travel on public roadways in order to provide for consistent and safe operations.

## 3. Pick Up/Drop Off Points

The distance between the municipal road in front of a student's residence and the pick up point or drop off point will not normally exceed .8 kms. The distance may exceed .8 kms when circumstance prohibits or limits a vehicle from safely travelling to a pick up point via public roadways. Under certain circumstances, Special Education students may be provided with door-to-door service.

## 4. Safety Hazards

- a) It is recognized that extraordinary circumstances related to safety hazards may warrant an exception to the walking distances for the determination of transportation service eligibility.
- b) Safety issues are the joint responsibility of communities, municipalities, the police and parents. Parents are responsible for the safe arrival of their children to school.
- c) The following circumstances, by themselves, do not constitute an extraordinary circumstance related to safety hazards for the purpose of determining transportation eligibility:
  - Absence of Sidewalks
  - Bridge Crossing
  - Commercial Property
  - Construction Zones
  - Industrial Neighborhood
  - Isolated Areas / Open Fields
  - Lack of Crossing Guard
  - Railroad Crossing
  - Traffic Speed
  - Wood lots
- d) There will be a procedure established for the submission of a request for transportation service based on the identification of an extraordinary circumstance related to safety hazards.
- e) Administration is prepared to work with school principals and school councils to develop programs that may assist students' safety when coming to school or going home, i.e., street proofing, kidestrian policy, block parents, neighborhood watch, partnerships with the community.

## **5. School/Program of Choice**

Elementary Schools: Transportation services will not be extended to elementary students who choose an alternate school program or course outside of their normal feeder school defined catchment.

Secondary Schools: Transportation services will not be extended to secondary students who choose an alternate school program or course outside of their defined catchment area. However, students who are eligible for transportation services within their defined catchment area and are permitted by the appropriate Superintendent of Education to attend a school other than their designated school, may be offered transportation on regular school buses when current service and seats are available providing no additional stops are required and at no additional cost to transportation. Approval for transportation will not be granted beyond the end of the current academic year. Future continuity of transportation service beyond the approval term is **not** guaranteed.

## **6. Special Education**

The Board-designated school for Special Education students will be the school at which the student is placed in a self-contained classroom as determined by the Identification Placement and Review Committee. Eligibility for transportation services will be dependent on an assessment of the individual student's physical or mental capabilities.

Transportation services will be supplied for secondary school students who are placed in certain specialized programs as determined by the Identification Placement and Review Committee, provided they are eligible under the walking distance criteria.

## **7. Transportation Service Parameters**

Arrival/Departure: Transported students registered in elementary grades JK to Grade 8 will arrive at school approximately 15 minutes prior to the first bell. Upon the dismissal bell, students will be picked up for departure home not later than approximately 15 minutes following. Transported secondary students will normally arrive at school and be picked up within 20 minutes of the first and last bell respectively. A longer period of time, not to exceed 40 minutes, may be applied in order to accommodate double or triple runs. This extended period of time does not apply to special education students placed in self-contained programs within secondary schools.

Time On Vehicle: Length of time on a vehicle will not normally exceed 60 minutes one way.

## **8. JK Student Escort**

Parents/guardians of JK students must accompany the student and remain until picked up by the transportation vehicle. Parents/guardians must be on time and present at the drop off point to receive their JK student. JK students will not be released to any other person unless written authorization is accepted by the school principal. Principal authorization is the only evidence to be accepted by a vehicle driver.





## TRANSPORTATION POLICY

Date Approved: 2000 06 20  
Date REVISED: 2000 09 07

Projected Review Date: 2001 06

### Recommendations from the Transportation Safety Hazard Review Committee

**POLICY STATEMENT:** It is the policy of The Hamilton-Wentworth District School Board that for eligible Hamilton-Wentworth District School Board registered students, home to school transportation will be safe, secure and on time, bringing students to school ready to learn, cost effectively, efficiently and within budget.

**RESPONSIBILITY:** The Superintendent of Business and Treasurer.

### OPERATING PROCEDURES:

#### 1. Eligibility for Regular Home-to-School Transportation Service

- a) Students residing within all developed urban areas as defined by the "Official Plan" and prepared by each local municipality, will be eligible for transportation services when the walking distance exceeds the following:

		<u>Walking Distance</u>
Elementary School	JK-K	1.0 kms
Elementary School	1-6	1.6 kms
Elementary School	6-8	2.4 kms
Secondary School	9-OAC	3.2 kms

- b) Students residing outside of developed urban areas will be eligible for transportation services when the walking distance exceeds .8 kms.
- c) Students within the defined walking distance will be eligible for transportation services when the path of travel would be along a roadway meeting the following criteria:
- there is a **major** arterial roadway situated between the students **normal place of** residence and their designated school; and
  - this **major arterial** roadway has no municipally defined pedestrian walkway; **for sections greater than .8 km's that must be travelled while en route to the Board designated school** or



- it is necessary to cross **a major** arterial roadway to attend the board designated school but there are no traffic control lights or crossing guard to assist with the crossing.

## 2. Walking Distance

- Walking distance is the distance from the student's residence to the Board-designated school.
- Measurements of distance for eligibility purposes, will be determined from the municipal road in front of the student's residence to the nearest first maintained entrance of the school. The Board's administration will be the primary determining source for distance calculations and eligibility within policy. Distance calculations will be applied consistently from the municipal road in front of all complexes and/or multiple housing units, i.e., townhouses, apartments. Board contracted vehicles will only be routed to travel on public roadways in order to provide for consistent and safe operations.

## 3. Pick Up/Drop Off Points

The distance between the municipal road in front of a student's residence and the pick up point or drop off point will not normally exceed .8 kms. The distance may exceed .8 kms when circumstance prohibits or limits a vehicle from safely travelling to a pick up point via public roadways. Under certain circumstances, Special Education students may be provided with door-to-door service.

## 4. Safety Hazards

- It is recognized that extraordinary circumstances related to safety hazards may warrant an exception to the walking distances for the determination of transportation service eligibility.
- "Safety issues are the joint responsibility of communities, municipalities, policing authorities and parents. Parents have the primary responsibility for the safe arrival of their children to and from school. In recognizing that the safety of children is a joint community responsibility, Board administration will catalogue identified issues and forward the related concerns to:
  - the City of Hamilton (after January 1, 2001)
  - Hamilton Street Railway
  - the appropriate policing authorities
  - school principals in order to bring students' and parents' attention to the issue
  - other related agencies that may be of assistance"
- deleted
- There will be a procedure established for the submission of a request for transportation service based on the identification of an extraordinary circumstance related to safety hazards.
- Administration is prepared to work with school principals and school councils to develop programs that may assist students' safety when coming to school or going home, i.e., street proofing, kidestrian policy, block parents, neighbourhood watch, partnerships with the community.

## 5. School/Program of Choice

**Elementary Schools:** Transportation services will not be extended to elementary students who choose an alternate school program or course outside of their normal feeder school defined catchment.

**Secondary Schools:** Transportation services will not be extended to secondary students who choose an alternate school program or course outside of their defined catchment area. However, students who are eligible for transportation services within their defined catchment area and are permitted by the appropriate Superintendent of Education to attend a school other than their designated school, may be offered transportation on regular school buses when current service and seats are available providing no additional stops are required and at no additional cost to transportation. Approval for transportation will not be granted beyond the end of the current academic year. Future continuity of transportation service beyond the approval term is **not** guaranteed.

## 6. Special Education

The Board-designated school for Special Education students will be the school at which the student is placed in a self-contained classroom as determined by the Identification Placement and Review Committee. Eligibility for transportation services will be dependent on an assessment of the individual student's physical or mental capabilities.

Transportation services will be supplied for secondary school students who are placed in certain specialized programs as determined by the Identification Placement and Review Committee, provided they are eligible under the walking distance criteria.

## 7. Transportation Service Parameters

**Arrival/Departure:** Transported students registered in elementary grades JK to Grade 8 will arrive at school approximately 15 minutes prior to the first bell. Upon the dismissal bell, students will be picked up for departure home not later than approximately 15 minutes following. Transported secondary students will normally arrive at school and be picked up within 20 minutes of the first and last bell respectively. A longer period of time, not to exceed 40 minutes, may be applied in order to accommodate double or triple runs. This extended period of time does not apply to special education students placed in self-contained programs within secondary schools.

**Time On Vehicle:** Length of time on a vehicle will not normally exceed 60 minutes one way.

## 8. JK Student Escort

Parents/guardians of JK students must accompany the student and remain until picked up by the transportation vehicle. Parents/guardians must be on time and present at the drop off point to receive their JK student. JK students will not be released to any other person unless written authorization is accepted by the school principal. Principal authorization is the only evidence to be accepted by a vehicle driver.



## MEMO

To: Merv Matier, Director of Education and Secretary  
Don Grant, Superintendent of Business and Treasurer

From: Pam Reinholdt, Facilitator  
Transportation Safety Hazard Review Committee

Date: October 30, 2000

Re: **Transportation Safety Hazard Review Committee Report**

**Recommended Action #1:**

That the Transportation Policy, No. 10.01 be appended to include Appendix A as the process for responding to requests for transportation and related appeals, as required by section 4d in the policy. (Appendix A attached)

**Recommended Action #2:**

That the following amendments be made to the Transportation Policy effective immediately:

- In clause 1c, the words "outside the developed urban area" be deleted
- In clause 1c, the words "there is a significant arterial roadway,(highway)," be replaced with "there is a major arterial roadway" and the words "student's residence" be replaced with "student's normal place of residence"
- In clause 1c, "this roadway has no municipally defined pedestrian walkway" be replaced with "this major arterial roadway has no municipally defined pedestrian walkway for sections greater than .8kms that must be travelled while en route to the Board designated school"
- In clause 1c, the words "whereby this roadway is required to be crossed" be replaced with " it is necessary to cross a major arterial roadway"
- that clause 4b of the Transportation Policy be amended as follows:
  - "Safety issues are the joint responsibility of communities, municipalities, policing authorities and parents. Parents have the primary responsibility for the safe arrival of their children to and from school. In recognizing that the safety of children is a joint community responsibility, Board administration will catalogue identified issues and forward the related concerns to:
    - the City of Hamilton (after January 1, 2001)
    - Hamilton Street Railway
    - the appropriate policing authorities
    - school principals in order to bring students' and parents' attention to the issue
    - other related agencies that may be of assistance"
- that section 4c be deleted from the policy

**Recommended Action # 3**

That the Transportation Policy, No.10.01, be reviewed by the Joint Advisory Committee in February, 2001.

### Background Information

The Board approved the following resolution at a meeting of the Board on September 7, 2000:

*"That the Transportation Safety Hazard Review Committee be reconvened in order to consider the transportation appeals."*

The following members of the Transportation Safety Hazard Review Committee were able to reconvene:

Dale Brown	Earl Kitchener Elementary School Council
Gary Osmond	County Community Representative
David Mitchell	Regional Councillor – County
Diane Buist	City of Hamilton Traffic Department
Bruce Wallace	Trustee
Ray Mulholland	Trustee (replaced Wes Hicks)
Bob Apostol	Highland Secondary School Council
Flora Dykeman	Home and School Association (replaced Norma Dymond)
Michele McNabb	President, Hamilton-Wentworth Council of Home and School Associations
Daryl Sage	Manager of Accommodation and Planning

A facilitator, Pam Reinholdt, was retained to facilitate the meetings and prepare the report for the Hamilton-Wentworth District School Board based on the work of the committee. This also provided an objective approach to the organization and direction of the committee. The Manager of Accommodation and Planning and the Facilitator were not voting members of the committee.

### Committee Process:

The Transportation Safety Hazard Review committee met on the following dates: September 20, September 27, October 3, October 12, and October 25, 2000.

The Committee reviewed the direction from the Board to consider the transportation appeals. The committee viewed their role as one of establishing criteria that would enable administration to respond to the appeals. The current status and implementation of the policy were reviewed. Daryl Sage, Manager of Accommodation and Planning, informed the committee that he had acknowledged receipt of each letter and informed parents that the Transportation Safety Hazard Review committee was meeting again.

The committee agreed that the final report of the Transportation Safety Hazard Review Committee should be presented at the November meeting of the Business Committee of the Hamilton-Wentworth District School Board.

The committee determined a decision-making process for the work they would be doing. It was agreed by all that the committee would strive to make decisions through consensus. Consensus was defined as the degree of satisfaction that lets the committee, as a whole, support the decision. In the event that consensus could not be reached, the committee would make decisions by a majority vote of 50% + 1, based on a quorum of 6 in attendance at the meeting.



### Rationale

The committee spent a great deal of time considering whether their role was one of reading every request for transportation and making a determination regarding the request, or whether their role was to develop a process for responding to these appeals, and any future appeals that may be forthcoming. All committee members had access to copies of the letters of appeal that currently are on file. Since the committee viewed their role as one of developing a process for addressing the appeals, it was agreed by consensus that they would establish criteria (refer to traffic safety application for transportation services in Appendix A) that would enable administration to consider the appeals. It is expected that implementation will be carried out by administration.

To this end, the committee developed a process for responding to transportation requests that provides for what they believe to be a fair and equitable implementation of the policy based on the criteria as outlined in the policy. For parents whose requests may be denied, an appeal process has been established.

***The committee recommends that the Transportation Policy, No. 10.01 be appended to include Appendix A as the process for responding to requests for transportation and related appeals, as required by section 4d in the policy. (Appendix A attached)***

Discussion took place concerning the amendment to the Transportation Policy that was made at the Business Committee/Special Board meeting of September 7, 2000, and the impact it may have on the work of this committee. The committee stands by its original recommendation that traffic safety can pose a safety hazard if the conditions, as outlined in clause 1c of the policy, exist. However, the committee noted the phrase in clause 1c "outside the developed urban area" was not included in their original recommendation. The committee believes if a safety hazard is defined, the location of that hazard, outside or inside the developed urban area, is not relevant. Thus, this phrase could lead to unfair application of the policy.

***The committee recommends that to implement the Transportation Policy in a fair and equitable manner regarding traffic safety, the words "outside the developed urban area" should be removed from clause 1c of the policy.***

The committee further considered whether terms of reference were needed to interpret the policy. This led to a very in-depth discussion regarding two phrases in particular, those being 'significant arterial roadway, (highway)' and 'municipally defined pedestrian walkway.' Since the new, amalgamated City of Hamilton will be incorporated on January 2001, the committee believes consistency in terms of definitions will be developed in the future across the entire geographical jurisdiction of the school board. Until that time, the committee is recommending the wording should read "major arterial roadway", since the Region of Hamilton-Wentworth can provide a definition of a major arterial roadway and a listing of these roads. This would provide consistency in applying the policy. It would also readily identify for parents those roads that may be identified for eligibility for transportation related to traffic safety hazards. Discussion regarding pedestrian walkways centered on the issue of sidewalks or walkways that may have segments that are not completed/installed. The decision to include the reference to the .8km in the recommendation was based again on bringing consistency and even application to the implementation of the policy. Students may be required to walk a distance not to exceed .8km to a pick up or drop off point for bussing under similar conditions as outlined in the current policy. Therefore, the committee believes students can be expected to walk the same distance where there may be segments not greater than .8km with no defined pedestrian walkway. Therefore,

***The committee recommends the following changes in wording in clause 1c:***

- ***the words "there is a significant arterial roadway (highway...)" be replaced with "there is a major arterial roadway..." and the words "student's residence..." be replaced with "student's normal place of residence..."***



- *the words "this roadway has no municipally defined pedestrian walkway.." be replaced with "this major arterial roadway has no municipally defined pedestrian walkway for sections greater than .8kms that must be travelled while en route to the Board designated school"*
- *It is also recommended in clause 1c that the words "whereby this roadway is required to be crossed...." be replaced with "it is necessary to cross a major arterial roadway...."*

The committee supports the administration's intention to work with School Principals, School Councils, and other parent groups to develop programs that may assist student safety when coming to school or going home, as outlined in section 4e of the Transportation Policy. The committee also recognizes that safety is the responsibility of all community partners. To support the community approach to safety,

*The committee recommends that clause 4b of the Transportation Policy be amended as follows:*

*"Safety issues are the joint responsibility of communities, municipalities, policing authorities and parents. Parents have the primary responsibility for the safe arrival of their children to and from school. In recognizing that the safety of children is a joint community responsibility, Board administration will catalogue identified issues and forward the related concerns to:*

- *the City of Hamilton (after January 1, 2001)*
- *Hamilton Street Railway*
- *the appropriate policing authorities*
- *school principals in order to bring students' and parents' attention to the issue*
- *other related agencies that may be of assistance"*

The committee does not view social or environmental circumstances to constitute safety hazards for the purposes of determining transportation eligibility. It is recognized that in extreme circumstances exceptions may be warranted, for example, where an environmental disaster such as the Plastimet fire may occur at some time in a specific area of the City. The Board has the ability to make temporary emergency arrangements to deal with these situations should the need arise. This acknowledgement is in clause 4a of the Transportation Policy. However, the committee determined that section 4c of the policy also relates to these kinds of issues (social and environmental concerns) and that this section has added to the confusion regarding the Transportation Policy. Therefore,

*It is recommended that section 4c of the Transportation Policy be deleted.*

The committee believes it is necessary to bring about a common understanding of the policy and its implementation. It is suggested that in-service for all Principals be available on an on-going basis. In-service would include, for example, a review of the policy, the process for transportation requests, the identification of the major arterial roads in each school's catchment area, etc. An in-service for Principals who currently have appeals from a parent within their school could be held in the near future. This would enable those Principals to explain the policy to parents as well as support parents in completing any necessary application forms.

The committee recommends implementation of these changes as quickly as possible to facilitate responses to parents' letters. It will take several weeks for data to be gathered on which to base decisions for requests for transportation, and this task should be started immediately. The process has been unsettling and confusing for parents and administration. The committee understands that policies are generally reviewed by the Joint Advisory Committee prior to changes being made. However, there is a need for prompt action to be taken on this policy in order to respond to parents, to ensure a fair and equitable application of the policy, and to clarify both the policy and its implementation.

Immediate implementation of these changes will also allow administration to provide feedback to the Joint Advisory Committee based on implementation of the policy over the next three months. This will assist in refining and/or adjusting the policy for next year.

As well, the committee recognizes that it is necessary for parents and pupils to have ample time in the future to prepare for any anticipated changes in transportation services. Providing timely information regarding changes to the policy and/or service, and allowing transportation requests to be handled prior to the new school year beginning in September 2001, are important considerations. Considering that the policy may be changed without first being reviewed by the Joint Advisory Committee, and to facilitate timely implementation of the policy next year,

***It is recommended that the Transportation Policy, No 10.01, be reviewed by the Joint Advisory Committee in February, 2001.***

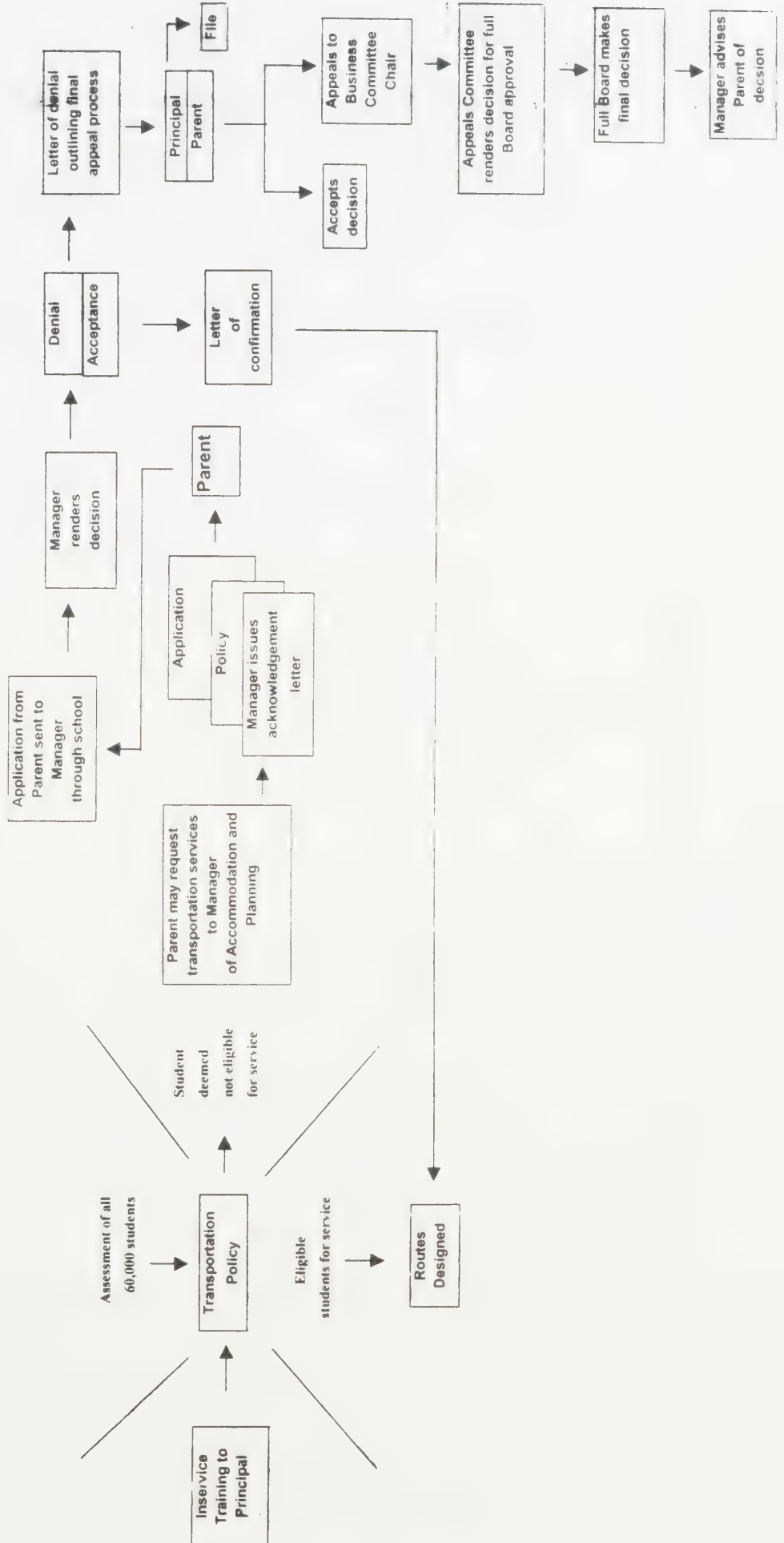
The committee reviewed all of the previous information presented to them, as well as new information and issues that have been raised throughout the changes that have occurred since the implementation of the policy was initiated. The result is that the committee has developed a process for responding to transportation requests and appeals of requests that may be denied. They remain committed to the original recommendation regarding specific traffic safety hazards as outlined in clause 1c of the policy, excluding the phrase "outside of the developed urban area" and with the recommended changes to clause 1c, and reiterate that social and environmental factors do not constitute a safety hazard in determining transportation eligibility. The committee also believes that the recommended changes to the policy will assist administration to effectively implement the policy.

The committee believes it has fulfilled its mandate. They are to be congratulated on the work they have done.



APPENDIX A

TRANSPORTATION POLICY APPLICATION PROCESS





5-13

File Ref. # \_\_\_\_\_  
For office use only

**HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD  
TRAFFIC SAFETY APPLICATION  
FOR TRANSPORTATION SERVICES**

Please complete the following personal data section for each child that application is being sought.

Student Name \_\_\_\_\_

Surname

First Name

Student's Normal  
Place of Residence \_\_\_\_\_

Address

Municipality

Postal Code

Telephone Number (\_\_\_\_) \_\_\_\_\_

Area Code

School Student  
Attends \_\_\_\_\_

Grade Placement \_\_\_\_\_

Please check ☒ the following:

Y

N

☐
☐

I have read and understand the Board's Transportation Policy.

☐
☐

I have sought the assistance from my school principal on submission of this application

I believe transportation services should be considered under the criteria based on the following defined traffic safety conditions:

☐
☐

There is a major arterial roadway situated between the student's normal place of residence and their designated school

**AND**

- ☐ this major arterial roadway has no municipally defined pedestrian walkway for sections greater than .8kms that must be travelled while on route to the Board designated school

**OR**

- ☐ it is necessary to cross a major arterial roadway to attend the Board designated school but there are no traffic control lights or crossing guard to assist with the crossing

Please return both pages of this application to the school Principal



5-14

Other Comments by Parent

Date of Application

Signature of Applicant

Name of Applicant  
(Please Print)

Date Submitted to School Principal

Signature of School Principal

Date Principal forwarded  
to Accommodation and Planning

**ACCOMMODATION AND PLANNING DEPARTMENT REVIEW**

**Date Application Received**

Accommodation and Planning Dept.

Review Process/Findings

Signature of Reviewer

Decision Rendered-Explanatory Notes

Signature of Manager  
Accommodation and Planning

**Date decision sent to applicant:** \_\_\_\_\_

#6

The Hamilton-Wentworth District School Board

Memorandum

Approved for distribution  
by the Director.

Signature:

*M. Matier*

Date:

*Nov 3 / 00*

**TO:** Merv Matier, Director of Education and Secretary

**FROM:** Don Grant, Superintendent of Business and Treasurer  
Lucy Veerman, Manager of Budget  
Irene Polidori, Manager of Financial Services

**DATE:** November 9, 2000

**RE:** 2000/2001 Financial Report - September 30, 2000

**Recommended Action:**

Moved by: \_\_\_\_\_

That the 2000/2001 Financial Report - September 30, 2000 be received for information.

**Rationale:**

The attached report identifies expenditures, commitments and revenues as at September 30, 2000.



## The Hamilton-Wentworth District School Board

## 2000/2001 Financial Reporting - September 30, 2000

	Budget Approved June 2000	Revised Budget	Actuals as at Sept 30, 2000	% of Revised Budget	Notes
<b>Expenditures</b>		<b>Note 1</b>			
<b>CLASSROOM</b>					
Classroom Teachers/Library/Guidance	\$ 188,025,931	188,025,931	25,864,225	13.76%	
Occasional Teachers	4,584,435	4,834,435	417,497	8.64%	
Educational Assistants	11,837,720	12,780,185	844,116	6.60%	
Classroom Computers	3,255,004	3,255,004	164,634	5.06%	
Textbooks and Supplies	12,268,986	12,418,986	1,741,677	14.02%	
Professionals and Para-Professionals	6,431,704	6,431,704	514,661	8.00%	
Staff Development	740,996	790,996	2,654	0.34%	
	<u>227,144,776</u>	<u>228,537,241</u>	<u>29,549,464</u>	<u>12.93%</u>	
<b>NON-CLASSROOM</b>					
Co-ordinators and Consultants	2,946,754	2,946,754	350,493	11.89%	
Teacher's Preparation Time	23,816,982	23,816,982	3,576,593	15.02%	
Principals & Vice-Principals	16,833,281	16,833,281	2,375,476	14.11%	
Department Heads	610,316	610,316	105,542	17.29%	
School Office	9,145,482	9,145,482	739,929	8.09%	
Continuing Education	2,616,791	2,616,791	94,300	3.60%	
	<u>55,969,606</u>	<u>55,969,606</u>	<u>7,242,333</u>	<u>12.94%</u>	
<b>BOARD ADMINISTRATION &amp; GOVERNANCE</b>					
Trustees	125,906	125,906	5,713	4.54%	
Directors & Supervisory Officers	1,453,154	1,453,154	108,641	7.48%	
Board Administration	9,916,702	9,916,702	879,155	8.87%	
	<u>11,495,762</u>	<u>11,495,762</u>	<u>993,509</u>	<u>8.64%</u>	
<b>TRANSPORTATION</b>					
Pupil Transportation	10,610,669	10,610,669	693,832	6.54%	
<b>PUPIL ACCOMMODATION</b>					
Operations & Maintenance	36,885,602	36,885,602	2,398,559	6.50%	
School Renewal	7,458,410	7,458,410	99,139	1.33%	
New Pupil Places					
Other Capital and Approved Debt	9,284,796	9,284,796	-	0.00%	
	<u>53,628,808</u>	<u>53,628,808</u>	<u>2,497,698</u>	<u>4.66%</u>	
<b>Total Expenditures</b>	<u>358,849,621</u>	<u>360,242,086</u>	<u>40,976,836</u>	<u>11.37%</u>	
<b>Revenues</b>					
Student Focused Funding - Legislative Grants	\$ 357,719,283	359,111,748	64,121,659	17.86%	
Miscellaneous Revenue	1,130,338	1,130,338	791,597	70.03%	
<b>Total Revenues</b>	<u>\$ 358,849,621</u>	<u>360,242,086</u>	<u>64,913,256</u>	<u>18.02%</u>	

6-2

The Hamilton-Wentworth District School Board

2000/2001 Financial Reporting

Notes to Financial Information

September 30, 2000

**Note 1**

The 2000/2001 Budget was approved on June 20, 2000. Subsequent to this date, the Board has approved the following motion:

October 19, 2000 Board:

That the non-allocated portion of the additional 2000/2001 ISA 2+3 funding be utilized to reinstate the 2000/2001 budget adjustment approved on June 20, 2000 relative to an increase in the number of Special Education Educational Assistants and the remaining differential be allocated to increase the Education Assistant Temporary Assistance budget.

This motion results in an increase in the following expenditure categories:

Educational Assistants (including temporary assistance)	942,465
Occasional Teachers	250,000
Classroom Supplies and Textbooks	150,000
Staff Development	50,000
	<u>50,000</u>
	<u>1,392,465</u>
	\$

#7

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

MEMORANDUM

To: Merv Matier, Director of Education  
From: Wayne Joudrie, Superintendent of Education  
Date: November 9, 2000  
Subject: COMMUNITY ACCESS PROJECT (C.A.P.)

Approved for distribution  
by the Director.

Signature:

*M. Matier*

Date:

*Nov 3 / 00*

Recommended Action:

Moved by \_\_\_\_\_, that this additional information on Community Access Project be received.

At the October 12, 2000 Business Committee Meeting, the recommended action regarding Community Access Project was referred to Administration to confirm that School Councils were consulted and supportive of the schools' participation. We have received assurance from each of the principals involved that this consultation has taken place with one exception. At the time of writing, Sir Allan MacNab was not confirmed. There are still some discussions in this regard and prior to Business Committee, a resolution should be forthcoming.

Two options are possible:

1. Sir Allan MacNab approval—we proceed with 13 sites.
2. Sir Allan MacNab does not approve. We offer the 13<sup>th</sup> site to a school that did not make the original deadline.

**\*\*NOTE:** FYI—West Hamilton Resource Centre is in a Storefront at West End Mall (across the street from the former Binkley School.)

/s/

*W. Joudrie*





#8a

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

MEMORANDUM

To: Merv Matier, Director of Education  
From: Wayne Joudrie, Superintendent of Education  
Date: November 9, 2000  
Subject: TREVLAC REPORT

Approved for distribution  
by the Director.

Signature:

*M. Matier*

Date:

Nov 3 2000

Recommended Action:

Moved by \_\_\_\_\_, that the following Trevlac Report be received for information.

Chronology:

December 17, 1998	Board approval of Trevlac 7.0 as the Student Information System for H.W.D.S.B.
January 1999	Manager Retires.
January 1999—April 1999	Negotiations and Contract Development
April 1999	Contract Ratified
April 1999—September 1999	Rollout to Pilot Sites: Orchard Park, Sir John A. Macdonald S.S., Waterdown High, Hess St., Ryerson and Flamborough Centre
August 1999	Supervisor Resigns
September 1999	Contract Services of Notlas Consulting as Project Manager
September—October 1999	Attempted to stabilize Pilot Sites
November—December 1999	Rollout Trevlac to remaining 16 Secondary Schools with reservations
January—March 2000	Support the Secondary Schools in their early implementation (extended by 2 months).
April—May 2000	Rollout Trevlac to remaining 116 Elementary Schools with reservations.

Difficulties:

1. Pilot sites struggled in early September 1999. The software was inconsistent and the training was minimal.
  2. Secondary sites struggled upon implementation due to issues related to:
    - i. conversion problems (due to inconsistent coding).
    - ii. software glitches and fixes that created more problems.
    - iii. hardware and networking difficulties (especially true in schools where token ring networks slow down the processing speed)
    - iv. limited training (from 1-3 days)
    - v. significant change in practices (City schools are used to data entry and Central Office manipulation and creation of reports).
    - vi. Single User System—Lockouts occur when major printing/processing projects occur.
- Secondary Schools continue to struggle with some of these same issues. We continue to work through these issues with Trevlac and Computer Services.
3. Elementary Schools struggled upon implementation due to issues related to:
    - i. software glitches and fixes that created more problems
    - ii. limited training (2 days/school)
    - iii. significant change in practice (ie. Sp.Ed. entry, ESL entry)

The level of difficulty was generally less for elementary due to the limited number of functions that they use within Trevlac. Secretaries still find that the process is time consuming and needs to be streamlined.

Progress to Date:

Despite the difficulties and thanks to the efforts of our administrative and secretarial staff, the following have been accomplished:

- i. created Report Cards in all Secondary Schools.
- ii. issued Transcripts in Secondary Schools (some difficulties noted).
- iii. transferred data to OCAS and OUAC electronically for over 3,000 students (some difficulties noted).
- iv. timetables and schedules were developed for all Secondary Schools manually. We are still waiting on Automatic Timetable Builder.
- v. registration and demographics information records have been maintained at both Elementary and Secondary Schools.

In each case, the deliverables were accomplished through struggles, extended timelines and considerable frustration on the part of school staff. Trevlac rarely worked the first time. Last minute fixes were needed to correct problem. This created additional stress in the system.

Future Directions:

1. Software Related Issues—Continue to work with Trevlac to refine and correct any outstanding glitches. Outstanding issues include OSOR cards, Automatic Timetable Builder and clean up on the Ontario Transcript Reports. We are also requesting streamlining of the data entry process to enhance speed and accuracy.
2. Hardware and Network Related Issues—Continue to enhance the current hardware in our secondary schools. This includes the purchase of additional servers and memory to supplement the current infrastructure. Currently elementary schools have a single computer/printer with access to Trevlac. As we roll out the Wide Area Network, we expect to add access for principals computers and second secretarial computers.
3. Training Related Issues—Client Services are currently offering a range of additional courses for secretaries in the areas of Trevlac, Windows and E-mail to enhance their skills. Client Services also is coordinating Superuser self-help groups. The learning curve for Trevlac is very steep. It is only through time and training that our staff will become fully effective in the use of Trevlac.
4. Support Related Issues—Client Services have a staff of 5.0 dedicated to Helpline support and training for 350 secretaries. We have seconded additional secretaries to help train and support the schools that are struggling. In some critical situations, additional casual secretarial help has been approved. Some secretarial overtime may need to be approved as well.
5. Communication—The Trevlac Steering Committee has been formed and meets monthly to identify key issues and provide direction/advice.
6. Corporate Database—The October 31<sup>st</sup> data from the schools was used to populate the District Office database. Initial experiments with school/District Office replication have been successful. The corporate plan includes starting with a small number of schools and increasing the numbers when the Wide Area Network allows.

Summary Comments:

The implementation of Trevlac has been a particularly difficult challenge. Strategic personnel losses, limited budgets, and extreme timelines (Y2K) added to the stressors. There are additional challenges ahead, but with the experience and infrastructure that is in place, we should be able to meet these challenges. The "Future Directions" section is a blueprint for our continued growth in this area. Key elements are improved hardware, streamlined software and additional training.

Questions/Answers:

1. Q. Trevlac was purchased to move from a mainframe system to stand alone giving schools control, now we are spending money to build a "Corporate Version" which is another word for "Mainframe".  
A. The "Corporate Data Base" was part of the original contract with Trevlac. We want both school level flexibility and corporate data for business/central office functions.
2. Q. The timetabling program was the selling feature for principals to go with Trevlac and its currently not working—Principals are frustrated and expressed their concern at the steering committee meeting where Peter Calvert (owner of Trevlac) was present.  
A. Timetabling is a key element of Trevlac. Currently the semi-automatic (manual) version is working. This is the version used by our schools last year. The fully automatic version was promised for February 2000 but did not arrive until April. When it arrived, it did not work. Trevlac has currently promised a working version by January 2001.
3. Q. Electronic attendance record keeping is not Ministry approved—is Trevlac Ministry approved?  
A. Trevlac 7.0 is not Ministry Approved. None of the new post Y2K software attendance packages have been approved. We met with the Ministry Representative in December 1999 to confirm the approval process. His indication was that there currently was no approval process and no staff to audit schools. We have received information recently that an approval process will be developed. Once it is, Trevlac will apply.
4. Q. OSOR (Ontario School Office Record) cannot run on Trevlac—this is a ministry requirement.  
A. Available for whole school. Still waiting for individual OSOR run utility. Schools need individual utility.
5. Q. Program updates are consistently incorrect, fixing existing problems and creating new ones, causing added work and frustrations.  
A. This was particularly true during February-March 2000. Things seemed to settle down but we have had a spate of updates this fall that fix one thing and create new problems in another area. We have emphasized with Trevlac, the need to test all updates prior to release. Sometimes the pressure to provide the fix causes premature releases. We have discussed testing the releases in-house prior to sending them to schools. The Help Desk does not have the personnel dedicated to this task currently.



6. Q When performing the function to remove 1999-2000 student timetables from the system, it also removed the current year timetables.  
A This may have happened in individual schools. Generally the Help Desk is not aware of this as a common problem. Schools should not clear current course files until July. At that time, the Master Timetable populates the current courses for the new year.
7. Q Cannot run proper student transcripts. Student transcripts that require more than one page, it prints one credit per page.  
A This may be true in individual schools, but is not a universal problem. Generally the OST does print successfully, although there is a misalignment of the QEV credits.
8. Q For students that have been withdrawn, shows all courses but no credit value for grade nine courses giving an inaccurate credit count.  
A For a period of time, the Grade 9 year was a non-credit year. (QEV's were assigned instead). Principals assigned the equivalent of 8 credits if the grade 9 student completed the Grade 9 program successfully. This will be eliminated through attrition over the next 2 years. In the interim, these corrections will need to be completed manually at the schools.
9. Q The September 29<sup>th</sup> Trevlac update has erased student absences, showing an inaccurate attendance record.  
A The most recent updates have created difficulties with attendance. They are related to Scrantron/Absence Sheets. Trevlac is aware and working on this problem. Some schools are not experiencing this difficulty.
10. Q Cannot print attendance scan sheets per semester, prints the whole year and the secretary has to pull manually all semester one classes.  
A Scanner sheets can be set up to print by semester. Additional training needed in this area.
11. Q Schools are constantly down for 1 or 2 days at a time—no explanation why this is happening.  
A There are two schools that are “down” consistently. It appears that the hardware in these schools is not sufficient to run the program. We have ordered new servers to help in these sites.
12. Q No student register (alpha book) available, when the system is down there is no way of finding a student.  
A Alpha lists can be generated. Emergency Contact list can be generated. Currently there is no way of combining the two lists. The length of printing for this process is prohibitive in former “city” schools where Token Ring exists. Client Services will investigate central printing.



13. Q After the latest Trevlac update of September 29<sup>th</sup>, the accumulated credits are shown in decimal points (.25, .50) instead of 1.0.
- A. Define System Parameters. Mark Credit Tab was left on. This is an option for U.S.A. Schools. Should have been disabled. All schools corrected now.
14. Q The process for attendance system was changed and the users were not notified.
- A. Prior to September, there were two utilities to enter attendance. ("Enter" and "New Enter"). The original utility "Enter" was removed to ensure consistency in procedures.
15. Q Special Ed Screens were previously done at the Ed Centre are no longer being done.
- A. Spec.Ed. Screens are now to be completed by the schools. In the former City this was completed at the Ed. Centre. In the County this was completed by the schools. Until we get the corporate data base populated and replication working, the schools will have to continue in this manner.
16. Q The Discipline screens and Suspension screens are not being tracked properly—this is a legal issue.
- A. There was a problem with Suspensions. The attendance code was not functional so operators experienced a "Stop sign". Help Desk advised schools to enter the attendance another way to avoid the "Stop sign" until a "fix" was received from Trevlac.
17. Q Ministry report (snap shot of October 31) providing a 2-hr training session scheduled for November 1<sup>st</sup>. Will the ministry report be completed on Trevlac or will it be done manually?
- A. The Ministry Report will be completed through a series of queries/tallies. Trevlac will do some of the calculations and then secretaries will enter the correct numbers on the Ministry Reports.
18. Q The QEV credits are missing from some of the student files. How will this be caught and corrected?
- A. Most schools have made these corrections to the QEV as an ongoing task during the spring & summer months. These needed to be corrected manually.

#86



ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION

**DISTRICT 21 - HAMILTON-WENTWORTH**

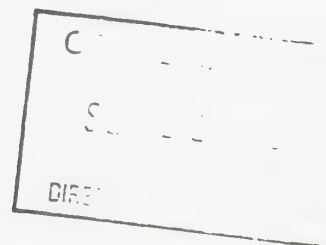
1423 UPPER OTTAWA ST. - UNITS 2 & 3  
HAMILTON, ON L8W 3J6

PH. (905) 574-8285  
FX. (905) 574-8166

September 19, 2000

**Referred to the Business Committee at  
October 19, 2000 Board.**

Mr. M. Matier  
Secretary of the Board  
Hamilton-Wentworth District School Board  
100 Main Street West  
Hamilton, Ontario  
L8N 3L1



Dear Mr. Matier:

The workload in school offices has increased steadily over the years. Committees have been formed and discussions surrounding this issue are continually on-going but non-committal. The already unmanageable workload has increased enormously since the conversion to the Trevlac program. Increased concern surrounding health difficulties, financial issues, and tense working relationships are now becoming apparent to this Union from its membership.

The Trevlac program is causing financial losses to the HWDSB. Some reasons are the cumbersome methods of record keeping for Ministry grants, lost time due to health issues and an increased amount of overtime. Future financial impacts of this system are still to be determined.

Some concerns from Trevlac users are as follows:

1. Any function on the Trevlac program such as the registration and withdrawal of students has gone from a simple task to an extremely time consuming process.
2. On-going timely reports required by the Ministry, the Board and various departments are now required to be completed at the school level.
3. Every task is now school-based, time-consuming and cumbersome due to the nature of the Trevlac program. It is a program that is still incomplete. Trevlac 7 is being written on an "on-going basis" with the secretaries of the HWDSB being the actual "guinea pigs," finding the numerous glitches and inconsistencies of the program. These changes are at the expense of the secretaries' health.

86-1

Mr. M. Matier  
September 21, 2000

....2

4. Many extra hours of unrecognized work are required as a result of the glitches in this incomplete program.
5. The Help Desk is receiving more than 300 calls per day sending a clear message that perhaps the Trevlac program is not as efficient as first anticipated.

I would like the Board to act on the following suggestions to provide relief to the school secretaries:

- (a) work with Trevlac to streamline and simplify the Program
- (b) find an alternate program
- (c) provide additional clerical assistance

If you need further clarification please don't hesitate to call me at 574-8285. I look forward to your response.

Sincerely,



Ana Misiti, President  
Office, Clerical & Technical Unit  
O.S.S.T.F., District 21

c W. Joudrie  
D. Russon  
D. Grant

#9

Business Committee  
**The Hamilton-Wentworth District School Board**

## Memo

Approved for distribution  
by the Director.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Nov 3 / 00

**To:** Merv Matier, Director of Education and Secretary  
**From:** Don Grant Superintendent of Business and Treasurer  
Daryl Sage, Manager of Accommodation and Planning  
**Date:** November 9, 2000  
**Re:** Transportation Update

### Recommended Action:

Moved by: \_\_\_\_\_

That the Transportation Update report dated November 9, 2000 be received for information.

### Rationale:

The transportation policy was approved by the Board in June 2000. Processes began immediately to determine eligibility for transportation services effective September 2000. Approximately 60,000 students were evaluated and routes designed for those students satisfying the policy parameters.

Initially, it was estimated that approximately 1,800 students might be impacted by a policy change. At the time this assessment was made, administration was relying on data from a fixed period using criteria as outlined in the original draft policy.

Since that time, a number of circumstances have impacted the original draft policy that prohibits an accurate reconciliation from last spring to the present time. To highlight, the Board amended the draft policy in areas of distance i.e. JK and SK revised to 1 KM, Grade 6 varying from 1.6-2.4KM, catchment anomalies reinstated, day care pick ups, gifted program, non eligible ridership, empty seats review and safety hazards; as well as the opening of the A. Greenleaf School and the normal impact of student mobility across the district school board. All of these situations contribute to the difficulty of trying to reflect back on the original estimate of 1,800 students.

The following is provided as a means of an overview of the key areas impacting transportation services.

### Catchment Anomalies

In August, the Board requested that temporary service be extended to approximately 350 students whereby transportation was to continue for those students with "out of catchment" anomalies situation. Administration made the necessary arrangements and students were re-engaged in September.



**Walking Distances**

As a result of implementing new policy walking distances, approximately 250 students have been deemed eligible. The most significant increase has been in the JK and SK area.

**Day Care Centres**

In situations where service was provided to centres during the previous school year the Board requested that this service continue on a temporary basis for the current year. The necessary stops have been added where appropriate.

**Hazards**

The Board established a Transportation Safety Hazard Review committee to assess the related issues and concerns of the community. Based on the committee's first report, the Board approved a recommendation pertaining to major arterial roadways located in the non-urban area of the region. Implementation of this recommendation re-instated approximately 140 students. The final report of this committee will be presented at the November Business Committee.

**Courtesy Transportation**

At the request of the Board, a committee has been established and has met on several occasions. A report from this committee outlining a process whereby students may be able to access courtesy transportation is expected to be presented to the Board in December.

**Distance Recalculation**

At the request of the Board, administration is conducting distance checks on those schools represented by parental requests. A total of 42 schools have been identified whereby distances are to be recalibrated based on the school door in which students access. Administration is in the process of conducting the necessary study by school. It is anticipated that the outcome, once completed, will have impact on the number of vehicles required to service this request.

**Gifted Students**

At the request of the Board students in the gifted programs at both Westdale and Westmount High School are to be eligible for service based on the distance from their home to their school. This study has been completed and approximately 130 students have been deemed eligible.

**Ridership**

At this point in time, it is difficult to determine ridership by vehicle. Until such time that all the parameters for service are set and current non-eligible riders accounted for, a stable ridership base can not accurately be reflected.

**Budget Impact**

At this time, budget forecasts have not been completed. Following receipt of October invoicing, forecasting of transportation expenditures will be more accurately reflected.

**Vehicle Counts**

	<u>1999/2000</u>	<u>Todate 2000/2001</u>
<b>72 passenger</b>		
<b>Full day</b>	<b>191</b>	<b>173*</b>
<b>Noon runs</b>	<b>13</b>	<b>15</b>
<b>Wheelchair Vehicle</b>	<b>46</b>	<b>44</b>
<b>Mini Vans</b>	<b>19</b>	<b>9</b>
<b>20 Passenger</b>	<b>83</b>	<b>73</b>
<b>Taxi</b>	<b>188</b>	<b>213**</b>

**Notes:**

- \* - 10 bus reduction due to co-ordination of bell times
  - 3 busses added to date resulting from the above noted categories
  - it is anticipated that the distance recalibration to the point of access to the school door may increase vehicles by 6-8
  - impact on safety hazards not known at this time
- \*\* - Current studies are underway to determine if students can be rerouted into larger vehicles i.e. mini vans and 20 passenger. If rerouting can be achieved, utilization of taxis would be decreased and increases in the larger vehicle compliments would occur.

**Other Considerations**

Approximately 4,000 telephone calls have been received on transportation issues to-date. In addition, hundreds of messages have been sent in the form of e-mail, letters and notes. The transportation department has faced significant challenges including its own resourcing issues. Despite these extraordinary circumstances, staff continue to respond and address the issues as they arise to the best of their ability.





#10

Approved for distribution  
by the Director.

Signature: \_\_\_\_\_

*M. Matier*

Date: \_\_\_\_\_

*Nov 3/00*

The Hamilton-Wentworth District School Board

**Memo**

**TO:** Merv Matier, Director of Education and Secretary  
**FROM:** Don Grant, Superintendent of Business and Treasurer  
**DATE:** November 9, 2000  
**RE:** School Catchment Re-Definition

**Recommendation:**

**Moved by :** \_\_\_\_\_ That the Board approved the establishment of the School Catchment Re-Definition Committee as outlined in Appendix A dated November 9, 2000.

**Rationale:**

The need to redesign school catchments from a Board-wide perspective was identified in the October 1998 Accommodation Report and confirmed by the community in the fall 1999 consultation process. Accordingly, it is recommended that a broad based representative committee be established in order to prepare catchment design and implementation recommendations for Business Committee consideration.

In May and June of this year Principals participated in, area by area, think-tank sessions to identify and discuss potential catchment re-definition possibilities. It is anticipated that the work of this committee will build on this effort and also benefit from comments received in the School Closure Review Committee reports with respect to catchment design.

Appendix A provides the mandate, parameters, composition and time line for a committee to address catchment re-definition on a Board-wide perspective. Executive Council has reviewed this issue and supports the above recommended action.



November 9, 2000

Appendix A

## **The Hamilton-Wentworth District School Board School Catchment Re-Definition Committee**

### **Introduction:**

The need to redesign catchment areas was identified and noted in every study area report submitted at the conclusion of the 1999 fall school accommodation consultation process

Before work can be finalized on the redesign of school catchment areas, the School Closure Review Committees will need to have tendered their reports and a decision made concerning the schools identified for potential closure.

Of the Board's 135 school locations, 53 schools are involved in school closure review committees. However, the catchment re-definition initiative will need to address all schools.

### **Mandate:**

- review current school catchment boundaries for all elementary and secondary schools in the system
- consider comments on school catchment re-definition concept provided in the reports submitted by the school closure review committees
- consider Board decisions regarding the planned closure of schools and planned construction of schools
- recommend the re-definition of school catchment boundaries for all elementary and secondary schools in the system
- recommend how the re-defined catchments should be implemented: address grandparenting issue, establish time lines, communications strategy, etc.

## Parameters:

Work of the committee will be in accordance with the following parameters:

- Where possible elementary schools will be organized on a JK to 8 basis. It is recognized that this may not always be possible.
- The following will provide a reference point for the committee with respect to the size of an elementary school:
  - 400 minimum
  - 500-550 optimum
  - 600-700 if facilities warrant
- Planning will endeavor to minimize dependence on portable classrooms.
- Secondary school catchments will be defined as a subset of elementary school catchment areas.
- The committee will need to be aware of pathways schools.

## Composition:

- 1 Superintendent of Business and Treasurer (chair)
- 1 Manager of Accommodation and Planning
- 1 Superintendent of Education
- 2 Elementary Principals or Vice-Principals
- 2 Secondary Principals or Vice-Principals
- 1 Trustee
- 8 School Council representatives
- 1 Home and School President or designate
- 1 New City Director of Planning or designate
- 1 Community representative

## Time Line:

- |  |                      |
|--|----------------------|
| • Establish Committee  | On Board approval    |
| • Interim (September 2001 closures) report to Executive Council  | By February 28, 2001 |
| • Interim (September 2001 closures) report to Business Committee | March, 2001          |
| • Final report to Executive Council                              | By April 30, 2001    |
| • Final report to Business Committee                             | May, 2001            |

C O R R E S P O N D E N C E

*BUSINESS COMMITTEE*  
*2000 11 09*





#11

October 16, 2000

The Hamilton - Wentworth District School Board  
P.O. Box 2558  
100 Main Street West  
Hamilton, Ontario  
L8N 3L1

Attention: Mr. Merv Matier - Director and Secretary  
Mr. Bruce Wallace - Trustee  
Mrs. Lilian Orban - Chair Business Committee  
Mr. Reg Woodworth - Chair Hamilton-Wentworth  
District School Board  
Mr. Daryl Sage - Transportation Department

Re: Request for information and clarification on Transportation Policy

Dear Members of the Hamilton-Wentworth District School Board:

I am writing this letter to request clarification and information regarding the recently publicized status of the Transportation Policy's impact on children in our communities. It has been brought to my attention, and also reported in the media, that the Hamilton-Wentworth District School Board has stated that of the 1,800 students originally impacted by the policy's withdrawal of school bus service, to-date "there has been 1,500 students allowed back on the bus due to amendments".

My request for clarification is simple. I would like to understand how this number was calculated. More specifically I would like to request the following questions be answered directly in order to clarify the real impact of recent amendments to the policy so that we all understand exactly what has or has not been accomplished so far.

- 1) How many students, (of the original 1,800), have been reclassified as "eligible" for school bus transportation on a permanent basis?
- 2) Of those students now reclassified as eligible, (as in question #1), how many are in fact currently being transported by bus daily?
- 3) If we are to assume that, as reported, 1,500 students are back on the bus, how many more buses were required to be added or called into service to accommodate these students? Or was there room for these 1,500 students all along?
- 4) How many of the 1,500 students quoted as being reinstated, have not really been reinstated as "eligible" on a permanent basis, but are merely being offered temporary courtesy transportation for only the next eight months of this school year, (and revocable given short notice)?

My request for information is as follows:

- 1) How many of safety appeal letters have been received?

- 2) Has a process for dealing with these safety appeal letters been developed, finalized and put into action or, are we still developing the process itself?
- 3) Will the HWDSB make known to the public, in detail what this process is?
- 4) How many safety appeal letters have been addressed and resolved? (# approved / # declined).
- 5) What time line can we expect the HWDSB to follow and reach conclusion of this process?

I would like to request that this information be presented to the public at the next HWDSB Business Committee Meeting which I believe is November 9, 2000 at 7:00 pm. If you would please be so kind as to respond with direct and factual information to the specific questions above it would be most appreciated by parents and students. I hope that this request is not too onerous, but I would suspect that since the HWDSB is quoting a new number of 1,500 students returned to the bus, they would easily be able to answer my questions of clarification. Furthermore, since I have been writing to the Board since last February regarding concerns for safety, and there has been a Safety Committee in place since August, and my safety appeal has been on file since August, I would hope that you would agree to answer my questions about the Safety Committee's progress being as it is now mid October.

I have been told directly by senior people in our Government and also by HWDSB officials, that School Boards are responsible to parents, students, and taxpayers. Our family represents all three of these categories and as such, do feel the request for information is justified. If it is not possible to address this at the next meeting, I would request that you advise me of this immediately and then provide the requested information to me in writing within the same time frame.

As winter closes upon our children, and the days grow shorter, the hazards created by absence of sidewalks on narrow roads with blind curves and hills, will increase in danger many fold as snow banks trap these kids onto the road and they are forced to leave in the dark for early bell times. We can not put off these children forever. As the winter weather approaches, we parents grow desperately afraid for the safety of our children. I hate to think what the children themselves feel as they face these hazards twice daily.

Yours truly,

Cliff Whiting  
155 Fallingbrook Drive  
Ancaster, Ontario  
L9G 1E7

Home (905) 648-5329  
Work (905) 527-8335 ext. 2308

[the.whitings@sympatico.ca](mailto:the.whitings@sympatico.ca)

CAS ON HW W26  
A33B  
2000

URBAN MUNICIPAL

JAN 05 2001

URBAN  
MUNICIPAL

GOVERNMENT DOCUMENTS

*THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD*

SPECIAL MEETING OF THE BUSINESS COMMITTEE

Thursday, December 21, 2000

7:45 p.m.

A G E N D A

7:45 p.m.

1. Call to Order
2. Approval of Agenda

L. Orban

ACTION ITEM:

3. Transportation Appeal – B. Blenkarn

D. Grant

SAFETY DATA SHEET

1. IDENTIFICATION

2. HAZARD IDENTIFICATION





 **ACCO USA**  
WHEELING, ILLINOIS 60090  
# 25971

MADE IN USA



0 50505 25971 7

BLACK/NOIR/NEGRO



HAMILTON PUBLIC LIBRARY



3 2022 21334003 3